

Arseneau Dance Academy

Welcome Handbook



Welcome to the ADA dance Family

In this handbook you can find some great resources to help you have a successful year at Arseneau Dance Academy! We are excited to have you and your dancer with us!

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DRESS CODE

See what you need!
for class!

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IMPORTANT DATES

Take note of all studio
closures and activities.

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RECITAL/COSTUMES

Find some important
details about our spring
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season!

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Dance Company!

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POLICIES

Read about our Policies
and Procedures!



-Gene Kelly

"You dance love,
and you dance joy,
and you dance
dreams"



-Fred Astaire

"Do it big, do it
right, and do it with
style"



-Martha Graham

"Dance is a song of
the body. Either of
joy or pain."

Arseneau Dance Academy

Dress Code

Hair Pulled off face and neck for all dance classes/styles. Hair in a bun for Ballet Classes (Level II and up).

PreBallet & KinderCombo: (Ages 2 - 6)

Pink Leotard, Tutu or Skirt (optional), Pink Tights, Pink Ballet Shoes, and Black Tap Shoes (Kindercombo Only)

Level I: (1st - 2nd Grade)

Slate Blue Leotard, Convertible Pink Tights for Ballet, Skirts and Dance Shorts (optional), Pink Canvas Ballet Shoes for Ballet, Tan Tap Shoes for Tap, Tan Jazz Shoes for Jazz, Sneakers for Hip Hop, and Turners or bare feet for Lyrical.

Level II: (3rd - 5th Grade)

Hot Pink Leotard, Convertible Pink Tights for Ballet, Skirts and Dance Shorts (optional), Pink Canvas Ballet Shoes for Ballet, Tan Tap Shoes for Tap, Tan Jazz Shoes for Jazz, Sneakers for Hip Hop, and Turners or bare feet for Lyrical. *Warm-ups can be worn for the 1st 10 mins of class.

Level III & Level IV: (6th - 8th Grade)

Eggplant Leotard (Level III), Black Leotard (Level IV) Convertible Pink Tights for Ballet, Skirts and Dance Shorts (optional), Pink Split Sole Canvas Ballet Shoes for Ballet, Tan Tap Shoes for Tap, Tan Jazz Shoes for Jazz, Sneakers for Hip Hop, and Turners or bare feet for Lyrical. *Warm-ups can be worn for the 1st 10 mins of class.

Boys: (All Ages)

Plain White Shirt (or T-shirt that matches Level's Dress code leotard), Black leggings for Ballet, Black Ballet Shoes for Ballet, Comfy shorts or pants for all other styles, Black Jazz Shoes for Jazz, Tan or Black Tap shoes for Tap (Depending on Level), Sneakers for Hip Hop, Turners or barefoot for Lyrical.

FAQ

How do I know what size to get? - Get fitted thru ADA's Office.

Where can I get all the attire? - Order thru ADA's Office.

Pricing Guide

Shoes

- Leather Ballet Shoes:
Adult \$22 Child \$20
- Canvas Ballet Shoes:
Adult \$25 Child \$20
- Tap Shoes:
Adult \$45 Child \$30
- Jazz Shoes:
Adult \$45 Child \$35
- Hip Hop Sequin High Top Sneakers:
Adult \$45 Child \$40
- Hip Hop Sparkle Pop Sneakers:
Adult \$45 Child \$40
- Capezio Turning Half Sole Shoes: Adult only sizing \$50

Attire

- Leotard
Adult \$30 Child \$25
- Footed Tights
Adult \$15 Child \$12
- Convertible Tights
Adult \$18 Child \$12
- Ballet Skirt
Elastic Child \$18
Tie Adult \$20

Bags

- Custom Backpack (includes logo and name): Ask Office
- Hot Pink Bag: \$25

Arseneau Dance Academy

Important Dates 24/25 Season

CLASSES BEGIN AUGUST 4th

STUDIO CLOSURES:

September 1st, 2025 (Labor Day)

September 22nd - September 27th, 2025 (Fall Break)

October 31st, 2025 (Halloween)

November 24th - 29th, 2025 (Thanksgiving Break)

December 22nd, 2025 - January 3rd, 2026 (Christmas Break)

April 6th - April 11th, 2026 - (Spring Break)

DATES TO KNOW:

November 17th - 22nd, 2025: Costume Sizes Due

December 8th - 20th, 2025: VISITING WEEK

Company Gala: February 21st, 2026

MAY 9th, 2026 - PICTURE DAY

Last Week: May 18th - 23rd, 2026 (Mandatory)

Company Audition Intensives: May 26th, 27th, & 28th, 2026

Dress Rehearsal 1*: May 27th, 2026

Dress Rehearsal 2*: May 28th, 2026

Performing Arts Recital 1: May 29th, 2026 - 6:00p.m.

Performing Arts Recital 2: May 30th, 2026 - 11:00a.m.

*Classes will be assigned dress rehearsal/recital 1 or 2, with best efforts to have siblings and all of a dancer's classes in one or the other recital. This is not always possible. Thank you for your understanding.

Arseneau Dance Academy

Tuition/Fees

Tuition

Payment Options

Arseneau Dance Academy allows for two payment options:

Payment in full with a check or credit card (due upon the start of the session)(3.5% fee for Credit or Debit cards)

Monthly auto-payments on the 30th of each month, August-May (Month of Feb will be drafted on the 28th) (credit/debit card are available with a 3.5% fee) (ACH is available with a 1.5% Fee)

Late Fee: \$10.00 after 10 days of due date.

Rates

Arseneau Dance Academy is a private organization, and rates are subject to change.

\$40.00 Registration Fee per family

Minutes of Class per Week	Monthly Payment
30 Minute Class	\$50.00
45 Minute Class	\$60.00
1 Hour of Classes	\$65.00
1.25 Hours of Classes	\$72.00
1.5 Hours of Classes	\$80.00
1.75 Hours of Classes	\$90.00
2 Hours of Classes	\$100.00
2.25 Hours of Classes	\$110.00
2.5 Hours of Classes	\$120.00
2.75 Hours of Classes	\$130.00
3 Hours of Classes	\$145.00
3.25 Hours of Classes	\$150.00
3.5 Hours of Classes	\$160.00

Minutes of Class per Week	Monthly Payment
3.75 Hours of Classes	\$175.00
4 Hours of Classes	\$185.00
4.25 Hours of Classes	\$195.00
4.5 Hours of Classes	\$205.00
4.75 Hours of Classes	\$215.00
5 Hours of Classes	\$225.00
5.25 Hours of Classes	\$235.00
5.5 Hours of Classes	\$245.00
5.75 Hours of Classes	\$255.00
6 Hours of Classes	\$265.00
6.25 Hours of Classes	\$275.00
6.5 Hours of Classes	\$285.00
6.75 Hours of Classes	\$295.00
Unlimited	\$300.00

Arseneau Dance Academy

Recital/Costumes

Half of recital costume fees are due 10/30/25 and the remainder is due 1/30/26

PreBallet: \$70.00

Kindercombo: \$150.00 (Includes two Costumes)

Level I & II Tap/Ballet: \$175.00 (Includes two Costumes)

Level I & II Jazz/Lyrical: \$175.00 (Includes two Costumes)

Level I & II Hip Hop: \$85.00

Level III & IV all styles: \$105.00

\$50.00/student Recital Fee is due 3/30/26 - Includes a digital copy of the recital, a recital T-shirt, and costs associated with Dress Rehearsal and Recitals.

Recital Tickets are \$25.00/ticket. Dancers Level I and up stay back stage for the duration of the show and will not need a ticket. PreBallet and Kindercombo students will receive a free ticket to sit with parents while they are not dancing.

We will measure each student and upload their sizes to your parent portal by 10/15/25. All parents must log on and choose what size they would like to order by 11/1/25. A detailed email will be sent out with information on how to do this.

You can view pictures of your dancers costumes in your parent portal.

Music and videos of your child's dance will be posted in your parent portal as well so your dancer can practice throughout the season.

Arseneau Dance Academy

Company Info

Being a part of ADA's Competition Team takes hard work and dedication! This is for students who will make dance a priority. It is a great experience to grow your performance skills, hone your skill and make incredible lasting friendships. Our competition groups range from ages 4 - 18. We have competition teams that compete Tap, Ballet, Jazz, Contemporary/Lyrical, and Hip Hop.

What is the time commitment?

You can expect your dancer to be at the studio at least 2 days a week. Older students may be at the studio up to four days per week.

How Many Competitions will we do each season?

We compete at four competitions per year. Three of them are local and one is out of town. All company dancers are also required to take classes at a dance convention once per season.

What classes are required?

Every company member is required to take classes outside of their company class. This includes technique, ballet for their company class (non recital class) and a level ballet class (recital class). If you are only in hip hop company you are required to take a level hip hop class. If you are only in tap company you are required to take a level tap class.

How much does it cost?

You will receive a complete budget breakdown at the company meeting.

Want to learn more?

Email or call the office to talk with us about all the other exciting details.

Company Audition Dates:

Check our website www.arseneaudanceacademy.com for the next available audition date.

Arseneau Dance Academy

Policies/Procedures

Group Class Policies

Group Class Registration

Visit our website and create an account to enroll in group classes. Enrolled students are committed to the entire session, and an annual \$40 registration fee is required at the time of registration. Please notify us if your child has any injuries or illness of which we should be aware.

Group Class Placement

Dance students ages 2 - 2nd grade should enroll in the class that suits their age group. Please email info@arseneaudanceacademy.com to be placed into the appropriate dance class level. During the first few weeks of classes, instructors may recommend a different level. Depending on enrollment, it may be necessary that dance technique levels are combined. Instructors are subject to change.

Class Procedures

Students should store any personal items in the cubby area. Boys may keep a bag with them. Once the studio door is opened, students should enter for class. All students should use the restroom prior to the start of class to avoid class disturbance. Dance classes that incorporate multiple genres (KinderCombo, Blend Classes) will allow time for students to change shoes and minimal attire during class.

Pointe

For the safety of our students, admission into pointe classes is by instructor discretion ONLY. Email info@arseneaudanceacademy.com with any questions regarding admission into the pointe program. Pointe students are also required to be enrolled in a ballet class.

Injuries

ADA requires a doctor's note for all students reporting an injury. If a student is injured and not able to continue in a group class (out for four weeks or more), the student's account will be prorated for the amount of weeks for which he/she attended, and a refund will be issued for any overpayment within 30 days. Refunds are not issued for costumes that have already been ordered. For short-term injuries, students should watch class and provide a doctor's note when they are ready to begin participating. Refunds and credits are not provided for short-term injuries of three weeks or less.

Parent Viewing

Studio doors remain closed during all classes. Parents may view classes on the TV monitor in the waiting area. It is not recommended that parents accompany their child into the studio, as it may cause the student or class to become distracted.

Enrollment Deadlines

Students may enroll at any time, and will pay a prorated rate. The enrollment deadline for performance participation is January 15, 2026. Students may enroll after this date, but they will be unable to participate in the Recitals.

Attendance

All absences must be reported to the office via email (info@arseneaudanceacademy.com) or phone (224-223-3160). For the students safety, a student who arrives more than 10 minutes late to a group class may be asked to observe the class only. Parents will be addressed if a student is consistently tardy. Students who accrue four absences during 2nd semester, and do not schedule a private, will not be allowed to participate in the recital. Students who accrue four absences in a row will be dropped from classes. To schedule a student for a private please email the office info@arseneaudanceacademy.com.

Group Class Policies Cont.

Dress Code

Students will not be allowed to participate in group classes without proper attire, no exceptions (dress code is listed on the website). Dance students may be required to purchase tights, bun kits, etc. if they are not prepared for class.

Private Lesson Policies

Weekly Private Lessons

If you are a serious student and you are able to commit to a half-hour or hour-long private lesson each week for the session, then weekly lessons would be great for you! Enrolling in a weekly lesson means that you have a reserved lesson spot each week. Students may enroll at any time, but once enrolled, they are committed for the remainder of our session, which runs from September to May. An annual \$40 registration fee is required at the time of registration. Students who do not wish to participate in a recital or performance should notify the office upon registration to avoid additional fees.

How to Enroll

Email info@arseneaudanceacademy.com to check studio and teacher availability.

Conflicts of Interest

Students who are enrolled in private lessons will not be allowed to take the same type of lesson from a teacher at a different studio. Teaching methods and philosophies may vary greatly from studio to studio, and may hinder, rather than help, a student's progress.

Private Lesson Absences & Make-ups

All absences should be reported by emailing the ADA office (info@arseneaudanceacademy.com) at least 24 hours before the start of the scheduled lesson. Students who are absent from a makeup lesson will not get another opportunity to make it up. Due to studio & instructor availability, dance students may not be allowed to make up missed private lessons. Students who accrue three absences per 16 weeks of lessons will not be allowed to participate in the recitals. Students who accrue four absences in a row will be dropped from their private lesson spot, with no refund. No refunds or credits will be issued for any student absences.

Recital Policies & Fees

Recital Handbooks

Handbooks for the Recital will be available on the ADA website. Handbooks will also be emailed to all recital participants.

Recital Opt-Out

Recitals at ADA are not mandatory, but are encouraged. To opt out of performances, email info@arseneaudanceacademy.com upon registration.

Dance Costumes

Dance students participating in the Performing Arts Recitals will be measured for costumes by staff and approved by guardian. Students will receive their costumes in the middle of second semester. Costumes may require additional alterations, and should immediately be inspected to ensure proper fit and inclusion of all costume pieces. Any alterations are at the expense of the family. Once a costume has been shipped it is non-returnable and non-refundable. Students are required to wear recital hair & makeup as indicated on the ADA website. A costume deposit is due by October 30th for each recital dance (KinderCombo and Blend classes may have multiple recital dances). Any remainder is due by January 30th. Costume fees do not include shoes, tights, or jewelry. Jazz and Hip Hop classes may require the purchase of alternative shoes for the recital. Company students should see the Company Handbook for separate Company costume pricing. You can view costume fees on the class page. If you withdraw your child after November 15th you will be charged the remaining costume balance upon withdraw notice.

Tuition & Withdrawal Policies

Payment Options

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Monthly auto-payments on the 30th of each month, August-May (Month of Feb will be drafted on the 28th) (credit/debit card are available with a 3.5% fee) (ACH is available with a 1.5% Fee)

Late Fees/Returned Checks

Return check fee: \$25. Late fee: \$10, applied every 10 days a balance is overdue.

Overdue Balances

If tuition becomes 30 days overdue, student attendance is suspended until tuition is paid. All missed classes/ lessons count as an absence. Students with a tuition payment that is overdue for 60 days will be dropped from classes & lessons, and an invoice will be mailed for the amount due.

Group Class Policies Cont.

Rates

Arseneau Dance Academy is a private organization, and rates are subject to change.

Withdrawal Procedure

If a student enrolled in a weekly class desires to withdraw after the session has begun, a parent must email the office at info@arseneaudanceacademy.com to request withdrawal. The email must include the student's name, class, and the reason for withdrawal. Students will be required to pay for any classes that have already passed upon their withdrawal, in addition to a \$50 withdrawal fee. Any payments that are owed will be charged upon the withdrawal notice. If withdrawing after November 15th your remaining costume fees will be charged upon the withdrawal notice.

General Studio Policies

Student Behavior

Students are to address the instructors as Ms. or Mr. followed by their first names. Respect for the instructors is expected and enforced. Students should be prepared to accept constructive criticism from their instructors in order to gain proper correction and further their progress and arts education. Any behavioral problems may result in dismissal from a class with no refund. Students should also use the restroom prior to the start of class to reduce interruptions and distractions. Disruptive behavior will not be tolerated in any of the waiting areas, and may result in student dismissal from the studio.

Practice

Students are expected to practice outside of lesson times. Students should see their instructors if they are not sure how often to practice, or if they need additional materials to aid their practice. No student is permitted to use the dance studios to practice without permission from an instructor.

Personal Items

Cell phones and other electronic devices must be silenced upon entering the building. The lost and found is located in the waiting room. Items in the lost and found will be discarded or donated before Christmas break and after the recital. No gum chewing or food is allowed in the dance studios. Only water may be permitted in a closed container.

Photo & Video

Arseneau Dance Academy LLC reserves the right to use any student images or videos acquired during lessons or performances for promotional and/or marketing purposes.

The Parent/Guardian grants permission for their child to be photographed and/or videoed by the Studio during any classes, rehearsals, performances, or events. The Parent/Guardian acknowledges and agrees that these photographs and videos may be used by the Studio for promotional, marketing, and educational purposes without further consent or compensation. The Parent/Guardian understands and agrees that the photographs and videos of their child may be posted on the Studio's website, social media platforms, and included in email mailers. These media may be used to promote the Studio, showcase events, or for other related purposes.

Pick Up/Drop-Off & Child Supervision

For the safety of students, parents may drop students off no earlier than 15 minutes prior to the start of their class. Students must be picked up immediately following their class. Non-enrolled students are only allowed to wait in the front waiting room area. As our staff is unable to watch young children between classes, children should not be left unattended. Students who cause a disturbance in the hallways, waiting rooms or restrooms will be asked to leave the studio, and may be removed from performances. Parents who fail to pick up their children immediately after class three times in one session will be charged a \$15 fee.

Weather/Emergency Cancellations

In case of inclement weather, ADA usually coincides with the decisions of Forsyth County School district. Parents will be notified via email of canceled and/or rescheduled group classes. ADA does not offer refunds for classes canceled due to inclement weather. ADA reserves the right to hold classes or lessons even if the district cancels classes or activities.

Communications

ADA uses email to communicate with parents and students. If you opt out of receiving ADA emails & notifications, you may miss communications regarding cancellations due to weather, recital reminders, etc. Parents and students are encouraged to add info@arseneaudanceacademy.com to their list of contacts. You can also follow us on Facebook and Instagram.

Procedures for Submitting Complaints & Suggestions

If you have a complaint or suggestion you would like to submit to ADA for consideration, please email info@arseneaudanceacademy.com using the subject Customer Service. A staff member will respond to your complaint or suggestion by the following business day. We encourage anyone who has a complaint or suggestion to contact the office immediately rather than discussing the issue with other parents or instructors.

Group Class Policies Cont.

Waivers & Agreements

Release of Liability

All students and the parents/legal guardians are aware of possible physical injury that may occur during activities at Arseneau Dance Academy, performances and/or rehearsals, and are willing to assume those risks. It is agreed that Arseneau Dance Academy LLC, its officers, directors, instructors and associates are not responsible for personal injury or property loss. Student and the parents/guardians have read and understand the studio policies represented in the ADA Student Handbook, and agree to abide by them at all times.

Medical Authorization

Arseneau Dance Academy LLC, its owner and operators have parent/guardian permission to seek medical treatment for a participant in the event they are not able to reach a parent/guardian. Parent/guardian declares any physical/ mental problems, restrictions, or condition and/or declare the participant to be in good physical and mental health.

Payment Information

Parent/guardian understands that it is his/her responsibility to provide accurate payment information, and to update credit card information and payment frequency preferences via the online customer portal or app.