



8253 Chellie Road  
Pensacola, FL 32526-7938  
Office 850-944-5650  
Fax 850-944-5161

[www.labelleperformingarts.com](http://www.labelleperformingarts.com)

## **Welcome to LaBelle Performing Arts**

Owning my own studio has been a dream of mine for a long time. I grew up in LaBelle, Florida, a small town in the south, with very few opportunities to develop my love for the art of dance. I moved to Pensacola with my parents in 1993. At that time, I decided to take dance classes, hoping to meet new people and develop and enhance my skills. I had no idea what was in store for me. I gained not only new friends, but also a passion I had never known before. I knew from that point on I wanted to develop, perform, and share my passion for dance with others for the rest of my life. I took advantage of every opportunity to take dance classes and still couldn't get enough. God was working in my life, and He had a plan. By a miracle, I was offered a teaching position the very next year. Teaching only intensified my love for dance. In 1995, I met the man of my dreams. He proposed to me on stage at a recital just after I poured out my heart in a solo dedicated to him. It was a very romantic moment in time! Many years and two beautiful children later it was time for my dream to become a reality.

Choosing a name for my studio was one of the most important aspects of my vision. I wanted the name to say it all. My mother suggested LaBelle for the name of the studio. LaBelle was perfect, and my mother is a genius! LaBelle means "the beautiful" in French and, as I mentioned above, LaBelle was my hometown.

"LaBelle" sums up my vision in one word. The art of dance is beautiful. With God's guidance and the support of family and friends, my dream has come true and in the Fall of 2007, LaBelle Performing Arts opened its doors for the first time.

It is my desire that the program at LaBelle Performing Arts will give others who love the fine arts the opportunity to reach their dreams.

**Jeannie Beasley  
President/Artistic Director  
LaBelle Performing Arts**

# LPA Policies and Procedures 2017-2018

## Mission of LaBelle Performing Arts

LaBelle Performing Arts (LPA) is dedicated to inspiring the love of the arts in students of varying abilities and ages, from preschool to pre-professional. LPA supports the growth of the arts by maintaining the highest standards and by nurturing the talent of every student. LPA's staff has been trained in their particular discipline (dance, music, visual art, theater or voice) as well as the school syllabus so that students benefit from cohesive and consistent training.

## Expectations for Students

It is the goal of LPA to instill in all students a love for the arts and a full understanding of the different disciplines as well as the appropriate tools needed to pursue a professional career if he or she chooses.

Students entering a specialized program of any kind will face an intensive course of study. It is necessary to have a student's full concentration and dedication to help them successfully reach their goals. A course of study for LPA has been developed to provide students with the necessary elements for a professional career. Consistency in technique and approach to daily work is vital to their development as artists. A serious student recognizes his or her own strengths and weaknesses and through perseverance minimizes the effect of those weaknesses. A teacher's high standards and expectations serve to continuously motivate a student. Ultimately, a student needs to have a positive attitude and strong self-discipline in order to achieve his or her full potential. Although a student's goal may not be that of becoming a professional, good training will never be wasted. If a student persists in his or her training, he or she will be rewarded with a heightened understanding of the arts and what it takes to achieve excellence. Students will develop strength, discipline, grace, and other qualities that will last a lifetime, often applying these attributes to other parts of their lives.

## Tuition and Fees

### Tuition

Tuition for the year may be paid in full or in monthly installments. All monthly payments are to be paid in equal installments regardless of the number of lessons in a month or the number of lessons a student attends. Tuition is due the 1<sup>st</sup> of every month. Payments will be considered late if received after the 7<sup>th</sup> of the month and a \$15 late fee will apply. At registration, all families will be required to present a security deposit equal to one month's tuition plus late fee or a credit card number. If an account has not been made up-to-date by the last day of the month, the credit card will be charged or the deposit applied to the outstanding balance. Once the deposit has been used, a student will not be allowed to return to class until another security deposit has been made. All accounts must be up-to-date to participate in the end-of-the year performances.

Payments may be made by cash, credit or debit card, PayPal online payment, and by check/money order. Please make all payments out to LaBelle Performing Arts (LPA), and write the student's name in the note section. There will be a \$35 fee for all returned checks. If more than two checks are returned, payments will only be accepted in cash or money order form.

If a student chooses to drop a class or a medical emergency arises, he or she must submit a drop form to cancel a class. These forms are available online or at the studio office. A drop form must be submitted, otherwise your credit card will be charged or the security deposit applied to that month's tuition. If a student has paid for the year in full, LPA will not refund the tuition. Exceptions will only be granted for medical reasons. A written doctor's excuse and Drop Form will be required before the student will be refunded the remaining full months' tuition.

### Registration Fee

A \$35 non-refundable yearly registration fee applies to all families at LPA. The fee will be waived for those families paying for the year in full.

### Costumes

LPA offers all students the opportunity to participate in an end-of-the-year performance. Costumes are selected by the instructor and approved by the director. Costume cost is \$65 per costume for Pre-Ballet/Tap, Creative Movement, Little Dudes, and Hippy Hop and \$85 for all other classes if paid by November 18, 2017. Late costume orders will be accepted until January 31, 2018, with a late charge of \$15 per costume. Costume payments are non-refundable. All accounts must be up to date in order for a student to receive their costumes.

### Showcase/Production Fee

A \$35 showcase/production fee applies to all dance students (fee is only \$15 for each additional family member) to help cover the rental of the theatre, sound and lighting technicians, and props and sets. A \$10 performance fee per family applies to music and theatre students to cover the chair rental.

## Classes

### Class Placement

LaBelle Performing Arts follows a stair step method of teaching and, therefore, each level is attained by a student's ability to comprehend and perform the previous year's work. Basic placement in dance classes is determined primarily by age; however, your child's final placement is based on skill level. The instructor will assess each student during the first month of class and adjustments will be made if necessary. The instructor has the final decision on the placement of the dance student. Please note that it is common for students to repeat a level.

### Pointe Classes

Pointe classes are demanding and require a high level of technical ability and physical aptitude. Students who wish to take Pointe classes must have completed the first, second and third year of the school syllabus, and be evaluated by the Ballet Director. Students who are invited to attend Pointe classes must have and maintain the proper Pointe shoes and be enrolled in all classes directed by the Ballet Director. Due to the high risk of injury, these classes will not be made available to students who do not qualify.

### Class Cancellation

Classes without sufficient enrollment by November 1st, will be cancelled. We will make every effort to move students to a comparable class.

### Private Dance Lessons

Private lessons are available as supplemental classes to the student's normal schedule. Private lesson rates are \$60 an hour, \$45 for 45 minutes, and \$30 for a half hour. Each teacher has his or her own requirements, so please consult your teacher for more information. All private dance lesson fees are to be made out to the instructor not LPA. A student must be registered for classes at LPA in order to take private dance lessons.

### Private Music Lessons

Private voice and musical instrument lessons are available to LPA students. The rate is \$20 per half-hour, \$30 for 45 minutes and \$40 for an hour. A student must be registered at LPA in order to take private lessons.

### Syllabus

The LPA syllabus is both progressive and graded by level to ensure the best possible training for each student. With the implementation of a syllabus, LPA teachers are able to consider each individual student's needs, strengths and weaknesses, and better prepare them for the next level of training. The syllabus was developed with observation of some of the world's most well-respected arts institutions and strengthened with time proven methods of teaching.

### The Use of Touch in Dance Classes

It is extremely important in all aspects of dance training to incorporate the use of touch in order to facilitate kinesthetic awareness. Students will be made aware from the beginning of their training that if they feel uncomfortable with any aspect of physical contact or touch, they will be supported if they tell the staff member involved, "I'm not comfortable with that." If they feel their needs or concerns have not been met through this exchange, they are encouraged to speak with the Artistic Director.

## Attendance

### Attendance

Students are strongly encouraged to attend class every week in order to develop their skills through practice and repetition, as well as build the necessary conditioning for their bodies. A student in group classes planning to participate in the end-of-the year performance will not be allowed more than 4 absences after February 1<sup>st</sup>. Excessive absences make it difficult for a class to learn the necessary choreography (Dance), blocking and lines (Theatre) or music (Voice) for the end-of-the-year performance. A student may choose to make-up absences by taking private lessons with their instructor in order to review material covered in class.

### Cancelling Private Lessons

Music lessons must be cancelled at least 24 hours in advance in order to receive a credit for the lesson. In the case of illness, the instructor must be contacted directly no later than noon on the day of the lesson (earlier if possible). If an instructor is contacted less than three hours before a scheduled lesson, it will be up to the instructor whether to apply a credit. It is the responsibility of the student to have the instructor's contact information.

Private Dance lessons must be canceled at least 3 hours before the scheduled time to receive a credit. Private dance lesson fees are non-refundable for students who cancel lessons less than 3 hours prior or who arrive more than 5 minutes late.

## Tardiness

Students should arrive at least five minutes prior to their scheduled class time. Students who are five minutes late to class will have two options: quietly enter the classroom, sit and take notes, or attend a lower level class within the same discipline.

## Rehearsals

Students involved in performances must be present for all scheduled rehearsals; excessive absences will result in a dancer being removed from the performance piece.

In-studio rehearsals for the end-of-the-year Showcase and Production will be held during the final week of May and the first week of June. Tech Week will be at the Saenger Theatre. Rehearsals during tech week will begin in the late morning or early afternoon and run through to the evening. A detailed in-studio rehearsal and tech week schedule will be given to all families by May to allow parents time to make the necessary arrangements.

Voice and Theatre will schedule rehearsals as needed for their end-of-year performances.

## Dress Code

Teachers will be strictly enforcing the dress code in all classes. Please be sure you have reviewed the dress code for each class. Students who do not have the appropriate attire will be given a warning for the first violation and will not be allowed to participate in the class for the second violation.

<b>Female Dance/Tumbling Dress Code</b>					
<b>Discipline</b>	<b>Hair</b>	<b>Attire</b>	<b>Tights</b>	<b>Shoes</b>	<b>Not Allowed</b>
Creative Movement	Ponytail Bun	Ballet Dress Leotard Ballet Skirts Dance Shorts	Pink Black Tan	Pink Canvas Ballet	Street Clothes Jewelry (stud earrings are allowed)
Pre-Ballet/Tap	Ponytail Bun	Ballet Dress Leotard Ballet Skirts	Pink Black Tan	Pink Canvas Ballet and Caramel Mary Jane Tap	Street Clothes Jewelry (stud earrings are allowed)
Ballet/Pointe	Bun with hairnet	Black Leotard (sport bras are allowed under the leotard)	Pink (full length)	Pink Canvas Ballet Pointe Shoes (only for Pointe and pre-Pointe)	Street Clothes T-shirts Jewelry Bare Legs
Jazz	Ponytail Bun	Leotard/Unitard Sports Bra/Tank Top Dance Shorts or Pants	Pink Black Tan	Caramel Jazz Slip-on with suede bottom or Half-sole Canvas Lyrical	Street Clothes Jewelry (stud earrings are allowed)
Tap	Ponytail Bun	Leotard/Unitard Sports Bra/Tank Top Dance Shorts or Pants	Pink Black Tan	Caramel Lace-up Tap	Street Clothes Jewelry (stud earrings are allowed)
Lyrical Contemporary	Ponytail Bun	Leotard/Unitard Sports Bra/Tank Top Dance Shorts or Pants	Pink Black Tan	Half-sole Canvas Lyrical	Street Clothes Jewelry (stud earrings are allowed)
Hip-Hop	Dancer's Discretion	Leggings/Jogging Pants Sports Bra/Tank Top Shorts (must have shirt tied around waist) Danceable Street Clothes	Pink Black Tan	Clean Tennis Shoes or Combat Boots	Jewelry (stud earrings are allowed)
Heels	Ponytail Bun	Leotard/Unitard Sports Bra/Tank Top Dance Shorts or Pants	Pink Black Tan	Tan Character Shoes (1.5-2 inch heel)	Street Clothes Jewelry (stud earrings are allowed)
Musical Theatre Dance	Ponytail Bun	Leotard/Unitard Sports Bra/Tank Top Dance Pants or Shorts	Pink Black Tan	Caramel Jazz Slip-on with suede bottom	Street Clothes Jewelry (stud earrings are allowed)
Ballroom	Ponytail Bun	Leotard Skirt (optional)	Pink Black Tan	Ballet or Jazz Shoes Ballroom Shoes (2 <sup>nd</sup> semester)	Street Clothes Jewelry (stud earrings are allowed)
Tumbling	Ponytail Bun	Sport Bra/Tank Top Leotard/Unitard Dance Pants or Shorts	N/A	Bare Feet	Street Clothes Jewelry

Male Dance/Tumbling Dress Code				
Discipline	Hair	Attire	Shoes	Not Allowed
Creative Movement	Dancer's Discretion	Shorts Dance Pants Tight-Fitting Shirts	Black Canvas Ballet	Baggy T-Shirts Jeans Jewelry (stud earrings are allowed)
Pre-Ballet/Tap	Dancer's Discretion	Shorts Dance Pants Tight-Fitting Shirts	Black Canvas Ballet and Black Lace-up Tap	Baggy T-Shirts Jeans Jewelry (stud earrings are allowed)
Ballet	Pulled-back out of eyes (bandana is acceptable)	Solid Tight-Fitting Shirt Ballet Tights Skin Tone Dance Belt (undergarment)	Black Canvas Ballet	Baggy T-Shirts Jeans Jewelry (stud earrings are allowed)
Jazz	Dancer's Discretion	Dance Pants Pants Shorts Any Shirt	Black Jazz Slip-on with suede bottom.	Jeans Jewelry (stud earrings are allowed)
Tap	Dancer's Discretion	Dance Pants Pants Shorts Any Shirt	Black Lace-up Tap	Jewelry (stud earrings are allowed)
Lyrical Contemporary	Dancer's Discretion	Dance Pants Pants Shorts Any Shirt	Bare Feet	Jewelry (stud earrings are allowed)
Hip-Hop	Dancer's Discretion	Danceable Street Clothes	Clean Tennis Shoes	Jewelry (stud earrings are allowed)
Ballroom	Dancer's Discretion	T-shirt Pants	Ballet or Jazz Shoes	Jewelry (stud earrings are allowed)
Tumbling	Dancer's Discretion	Tank Tops/T-Shirts Dance Pants/Shorts	Bare Feet	Jewelry

## Etiquette

### Studio Etiquette

The atmosphere inside an arts school is absorbed and enthusiastic. Students must keep their goals in mind and maintain a respect for their art form. They must always attend classes properly dressed (dance) or with the proper materials (script, musical instrument, books, etc.). Promptness to class is a must. Students who are late must follow the rules outlined in the attendance policy. Students are not allowed to hang on the barres, talk to other students while class is being conducted, chew gum, drink, or eat in class. They should attend to their personal needs prior to class or during breaks. Students are expected to behave with respect and courtesy towards faculty, staff, and peers. Students are expected to clean up after themselves and not leave food, water bottles, wrappers, bandages, etc. in the dressing room, bathrooms, studios, or lobby.

## Safety at the Studio

### Arrival and Departure

Parents must accompany minor students into the lobby and wait with them until class begins. This will ensure they are safe and supervised at all times. Teachers and staff will not be held responsible for students until class begins. In addition, please arrive a few minutes before classes are dismissed to pick up students. Under no circumstances are students to wait outside the facility to be picked up. Your cooperation assures the safety and welfare of all students.

### Severe Weather Conditions

If a storm is approaching, please call the studio, check your email, or check our website for details on closings and/or rescheduling. There will be no refunds or credits due to a storm closing. If LPA is closed for more than two weeks due to severe weather conditions or storm damage, students will be notified regarding make-up classes.

### Drugs and Alcohol

Absolutely no drugs or alcohol are permitted on the school property at any time. Those in possession or under the influence of alcohol or drugs will be asked to leave the premises. Students who are caught with drugs or alcohol will be expelled—no exceptions.

## **Awards**

LaBelle Performing Arts awards and recognizes all the hard work, dedication, and determination that go into multiple years of dance training. Dancers for consideration must be in the following categories: fifteen (15) years or be a graduating senior, ten (10) years, and five (5) years. Those who qualify may perform in the opening production at the end-of-year Showcase. Fifteen-year or graduating senior dancers may also perform a solo. All dancers will receive an award that will be presented following the Showcase performance. It is an opportunity and an honor for LPA to congratulate and reward all of these accomplished students for their achievements.

## **Scholarships**

A limited number of scholarships are available for qualifying dancers. Scholarships are based on talent, potential, and financial need. Scholarships may be partial or a full year's tuition. If a student leaves before the end of the school year, they will be required to pay full tuition up to the time of leaving. Scholarship students must respect and adhere to the policies of LPA and be exemplary students, strictly following the studio's dress code, avoiding tardiness and unexcused absences. Two unexcused absences will be cause for teacher inquiries and may result in a re-evaluation of the student's scholarship status.

## **Parent Involvement**

Parents are as central to the life of LaBelle Performing Arts as they are to the lives of their children. A special effort has been made to structure operations to maximize the opportunity for parent involvement. Since a parent's main priority is to support his or her child's development, LPA encourages staying in touch with your child's progress and learning as much as possible about how our arts education program works.

### **Open House/Observation Days**

Parents and friends are welcome to attend the annual LPA Open House in August. Dates are published in the local papers and advance notice will be made available to all previously enrolled students. Additionally, parents and friends are also invited to follow their child's progress by attending classes on our Observation Days.

### **Volunteers**

Parents who are interested in volunteering for LPA will find no shortage of opportunities. Volunteers are needed for a number of special fundraising events held each year to provide scholarships and other enrichment opportunities for students. Volunteers are also needed to help build sets, props, and to help at different performance events. Anyone interested in volunteering should contact the office.

## **Communication**

### **Email Communication**

All communication from the office will be primarily via email. At registration, you will be asked to provide a current email address. This is the fastest and most efficient way to contact our customers regarding billing questions and other individual matters. In addition, we encourage customers to forward inquiries to [info@labelleperformingarts.com](mailto:info@labelleperformingarts.com). We will respond to your questions as soon as possible. If you do not currently have email, please let LPA staff know so that other arrangements can be made.

### **Monthly Newsletter and Other Announcements**

LaBelle Performing Arts offers an email-based newsletter that is sent out approximately every month. This newsletter is intended to keep you informed of class schedules, rehearsal times, events, updates, and resources available to you through the school. At registration you will be asked for an email address and it will be added to our newsletter list. You will receive an email asking you to confirm your subscription. You can also sign up to receive the newsletter and other announcements by registering at the "News and Calendar" section of our website at: [www.labelleperformingarts.com](http://www.labelleperformingarts.com).

### **Lobby Information**

In order to supplement information distributed by email and provide access to customers without email access, information regarding classes, rehearsals, performances, newsletters, make-up classes, etc., will be posted in the lobby area.

### **LPA Sponsor**

LPA would also like to invite business owners who have children studying at the school to place an ad in the monthly newsletter. You will find the rates are very affordable and it is the best way to reach LPA families. In addition, sponsors will also be featured on the LPA website.