FREEFORM

DANCE ACADEMY

STUDIO POLICIES AND TEAM HANDBOOK

The Free Form Mission

We at Free Form Dance Academy believe in educating the whole dancer: inside and out. It is through this blended artistic and technical approach that our students grow into talented, passionate, and creative dancers. We equip them with the technical skills needed to be successful performers, as well as inspire them to be expressive artists.

Together, we create.

Free Form is proud to offer a full program of dance for all ages and skill levels. Our classes are designed to offer extended and more technical opportunities as the dancer develops.

We offer both recreational and competitive program tracks that allow dancers to develop and progress in a supportive and collaborative environment. Our program is designed to nurture, challenge, and develop a positive dance community.

Tuition Fees 2026-2027

Tuition fees are based on the total class hours per week. We use a monthly payment structure for consistency. Fees are structured per hour and calculated based on a 31 week season.

30 min: $35 per month
1 hour: $65 per month
1.5 hours: $100 per month
2 hours: $120 per month
2.5 hours: $150 per month
3 hours: $165 per month
3.5 hours: $195 per month
4 hours: $220 per month
4.5 hours: $235 per month
5 hours: $250 per month
5.5 hours: $275 per month
6 hours: $300 per month
6.5 hours: $325 per month
7 hours: $335 per month
7.5 hours: $360 per month
8+ hours: $380 per month

2026-2027 Payments

Yearly Registration Fee: $20.00
This will be added on to your first months tuition.

All Tuition Fees will **post to your Jackrabbit Account on the 1st of each month and are DUE the 15th of each month.**

Please note: We use a monthly payment structure for consistency. Fees are structured per hour and calculated based on a 31 Week Season.

Costume Fees 2026-2027

Costume Bills will be posted to your Jackrabbit account October 1, 2026.

Mini/Grade K-1/Grade 2-3: $75 per costume
Grade 4-5/Grade 6-7/Grade 8-12: $80-$85 per costume
Competition Costumes will be priced individually.

Payment Due Dates:

- 1st Payment (50% of costume total) will POST to your Jackrabbit account on Oct. 1, 2026 and is **DUE by: Nov. 15, 2026**
- 2nd Payment (50% of costume total) will POST to your Jackrabbit account on Nov. 1, 2026 and is **DUE by: Dec. 15, 2026**

Account balances must be up to date in order for costumes to be ordered. Please stay on schedule with payments.

Payments received are non-refundable if a student withdraws from class after November 1, 2026.

2026-2027 Dress Code

Hair and Jewelry Requirements

Hair must be fully secured away from the face for all classes. Hair must be fully up in a ponytail, braid, bun, etc. Hair is not permitted to be down or half up/down.

Short hair may be worn but must be secured away from the face for safety and visibility.

No jewelry other than stud or fitted earrings/piercings may be worn during any classes. All rings, bracelets, and dangling earrings/jewelry must be removed prior to class for the safety of all of our dancers.

Shoe Requirements

Required footwear MUST BE WORN for all designated classes.

Creative Movement: Dancers may wear socks or be barefoot.
Ballet: All dancers will wear PINK split-sole ballet shoes. Canvas or leather is permitted. This is recognizable on the underside of the ballet shoe; the sole is split into two pieces rather than one.
Tap: NO "SHINY" PATENT LEATHER tap shoes.

- Mini (Age 3+4) and Grades K-3 levels must wear a buckle tap shoe in brushed black leather. The leather is matte.
- Grades 4-12 levels are recommended to use slip on leather tap shoes.

Jazz: Black slip-on jazz oxfords.
Modern/Contemporary/Lyrical: Dancers may wear socks or be barefoot.
Hip Hop/Jazz Funk: White Sneakers . No street shoes. All shoes must be for DANCE USE ONLY.
Acro: Barefoot.

2026-2027 Dress Code

Dancewear Requirements

Mini/Grades K-1/Grades 2-3/Grades 4-5

- **Ballet/Jazz/Tap Requirements:** All dancers must wear a leotard and tights to class. In addition, they may wear a skirt, dance shorts, dance pants, and leg warmers. Leotards with attached skirts are permitted.
- **Creative Movement/Hip Hop/Modern Requirements:** Any athletic or yoga attire is permitted. No sweatpants. No pajamas.
- **Males students** must wear a T-shirt and athletic shorts or form fitting sweatpants with dance shoes.

Grades 6-12 All Core Styles

Leotards are NOT required for core classes.
Any form fitting athletic or yoga attire is permitted. Please wear something you are comfortable MOVING in. Excessive layers or oversized clothing does not lend itself to corrections or ease of movement.
Sweatshirts are permitted for warm-ups ONLY. No sweatpants. No pajamas.

Classical Ballet/Pre-Pointe/Pointe

Dancers must wear a leotard and tights to class. In addition, they may wear dance shorts, skirts, and leg warmers. They may wear sweaters/sweatshirts for warmups.

Acro

Any form fitting athletic or yoga attire is permitted.

Competition Team (Skills Class and Choreo Classes)

All black for Competition Team skills and choreo practices.

Studio Member & Parent Expectations

Dancer Code of Conduct

1. Dancers will show respect for teachers, choreographers, directors, students, staff, and dancers of FFDA and all other studios when attending outside of studio events.
2. Dancers will demonstrate sportsmanship and treat others as they wish to be treated.
3. Dancers will not use offensive or abusive language in the studio or at studio events.
4. Dancers will not engage in bullying, harassment, or hazing during any sanctioned studio classes, programs, activities, or events.
5. Dancers will not use social networking websites, cell phones, or other forms of technology to harass or threaten teammates, staff, or any other studio members. All team members are expected to maintain a positive **online and offline** presence with their teammates outside of the studio.
6. Dancers will engage in positive acknowledgement of other dancers, choreographic pieces, and studios.
7. Dancers will be held to all behavior and attendance expectations for both core and competitive classes.
8. Dancers will not use or possess illegal drugs, alcohol, tobacco, and marijuana at all studio programs, activities, or events. Students suspected of vaping on site (parking lot included) will be immediately removed from all FFDA classes and the competition team.
9. Fighting/Aggression in the studio in any form will not be tolerated.
10. Dancers will adhear to our cell phone and technology policies detailed in this handbook.

Violations of Code of Conduct

Initial Violation: Verbal warning from staff to both dancer and guardian. Director will be notified. Parents will be contacted.

2nd Violation: Dancer will be removed for at least one class period. These absences will not be counted as excused. The dancer may return to classes upon conflict resolution and parent/staff meeting.

3rd Violation: Dancer is suspended from all classes and performances for the remainder of the season.

Studio Member & Parent Expectations

Community Attitude

As members of our dance family, we ask all dancers, parents, and families to help foster a positive, supportive, and encouraging environment for everyone.

At FFDA, we are committed to creating a community where every dancer feels valued, respected, and inspired to grow.

Treating fellow dancers, teachers, and families with kindness and respect is essential to maintaining the welcoming and inclusive culture that defines our studio. Disrespectful, negative, or inappropriate behavior toward any member of our community will not be tolerated, as it goes against the values we strive to uphold together.

Communication

To ensure clear and effective communication, we ask that parents serve as the primary point of contact with FFDA staff. Communication may take place via email or through the BAND app designated for each class or age group.

Staff email addresses will be provided to families at the beginning of the season. When contacting an FFDA staff member by email, please CC or BCC Kelley Stroup to help ensure a timely response and consistent communication.

At the discretion of their parents or guardians, dancers are welcome to communicate with FFDA staff through the BAND app. Parents and guardians are encouraged to maintain full access to all BAND groups and communications to stay informed and involved.

Studio Member & Parent Expectations

Drop Off/Pick Up

The lobby and waiting areas are **“quiet areas”** open to parents. Please keep the noise levels to a minimum at all times. Please keep these areas clean.

Dancers in the Mini Levels must have a parent/guardian on site at all times and may not be dropped off.

Dancers **are NOT permitted to wander the parking lot before, between or after their classes.** Dancers are to remain in the building at all times.

Parents/visitors are not permitted in the studio area during classes. Students are asked to arrive on time for class. Please arrive no more than 10 minutes early to your scheduled class.

Please **arrive on time to pick up your dancer.** We have classes scheduled back to back, and it is not always possible to wait with a dancer without disrupting the next class.

Dancer Breaks/Class Time Gaps

Dancers (Grades 6-12 ONLY) with class time gaps are welcome to remain at the studio during their break. Dancers must remain in the studio waiting area. Dancers are not permitted outside unattended. Dancers are not permitted in the studio outside of their own class time.

Dancers (Grades Mini-Grade 5) are not permitted unattended during any class time gaps. Parents are to remain on premises or return to supervise their dancer during any class gaps/ extended breaks. Dancers are also welcome to leave/return to the studio with a parent as needed.

Studio Member & Parent Expectations

Cell Phones and Electronics

Dancers are not permitted to have cell phones out of their bags upon entering FFDA studio areas.

Dancer's cell phones or devices are to remain in the waiting areas/in their bags during classes and be silenced or turned off completely for the duration of their attendance.

Dancers must ask permission of staff to use their cell phone while at dance. Dancers will be permitted to use their devices to take videos for at home pratice at the discretion of the instructor. No videos taken during classes are permitted to be shared on social media.

Dancers are NOT permitted to wear Apple Watches during dance unless approved by the instructor. If your dancer uses an Apple Watch (or any smart watch) for medical purposes please let Kelley know ahead of time.

Food and Beverage Policy

All dancers are REQUIRED to bring WATER to class. No beverages other than WATER will be permitted in the studio.

Dancers and guests are not permitted to have food in the waiting areas or studio areas.

Parents/Guests in the waiting area are permitted to bring in beverages in sealed spill-proof cups.

Please communicate any specific needs with Kelley in advance if your dancer requires a snack for medical reasons and we can work to accommodate your dancers needs.

Studio Policies and Procedures

Inclement Weather and Cancellations

In the event of inclement weather, FFDA will notify families via email and the BAND APP by 12pm. Please note: we often will hold classes even when our local school district has cancelled if the weather permits.

We have factored **1 SNOW DAY** into our pricing and schedule for each class of the season. If we must cancel classes more than once, make up classes will be offered.

If FFDA must close for the day or cancel for any non-weather related reason, make up classes will be scheduled.

Lost and Found

Lost and found items will be donated after 30 days. FFDA is not responsible for lost, stolen, or damaged personal items.

Studio Property Damage

All guests of FFDA are expected to respect studio property and not use facility equipment for unintended or personal use.

All personal property of FFDA staff (offices, desks, materials, trophies, etc.) are “off limits” to all dancers and guests.

Any deliberate damage or accidental damage done to FFDA studio property due to negligence of dancers or families will be documented and billed to the responsible parties.

2026-2027 Season Commitment

Attendance

A dancer's commitment to FFDA runs from September 2026 through May 2027. We ask that families to keep this commitment in mind when planning other activities throughout the season.

Consistent attendance is essential to a dancer's growth, confidence, and overall success in class. It is also vital to the progress of group choreography and the experience of the entire class.

To help all dancers reach their full potential, **recreational dancers who miss more than four classes** during the season may be required to schedule make-up classes at the discretion of the instructor and FFDA Studio Director. **Competitive dancers who miss more than two classes during the season** may be required to schedule make-up classes at the discretion of the instructor and FFDA Studio Director.

We appreciate your partnership in supporting your dancer's commitment and helping maintain a positive and productive learning environment for all.

Class Withdrawals

FFDA operates on a limited enrollment schedule and significant wait lists. We are unable to fill class slots off our waitlists after Nov. 1, 2026 in order to keep the progression of classes intact for our students. For this reason, we will hold all FFDA dance families to the policy outlined below:

All requests to drop classes must be communicated via email to the studio director. Requests made after the tuition processing date for that month will take effect the following month.

Open Withdrawal Dates:

Families are permitted to add/drop classes from the beginning of the season **until Nov. 1, 2026.**

Late Withdrawal Dates:

All families with class withdrawals after Nov. 1, 2026 will be responsible for the corresponding class tuition for the remainder of the season.

Competition Team Commitment

Competition Team Attendance

Participation in all competition classes, including both required technique classes and choreography rehearsals, is an essential part of being a member of the FFDA Competition Team. **Attendance at these classes is mandatory to ensure each dancer's growth and the success of the team as a whole.**

Any known or anticipated scheduling conflicts should be communicated to Kelley Stroup at the beginning of the competitive season so that they can be considered and planned for appropriately. **Dancers must attend competition practice the week prior to a competition weekend.**

Competitive dancers are expected to **review and practice their choreography and technique** regularly outside of class to support their individual progress and team preparedness.

To help ensure dancers are physically and mentally prepared for rehearsal, **dancers should arrive at least 10 minutes prior to competition choreography practices** to warm up and get ready to begin on time.

If a dancer will be absent or arrive late to class or rehearsal, **a parent or guardian must notify the instructor or Studio Director by email or text message as soon as possible.** Timely communication helps our staff plan effectively and support each dancer's success.

Competition Team Class Requirements

All Competition Team members are required to take:

Ballet Core Class

Jazz Core Class

Modern, Lyrical/Contemporary, or Movement Theory Core Class

Competition Team Skills Class (Leaps/Turns/Conditioning)

All classes are subject to the attendance policies listed in this handbook.

Failure to complete class requirements will result in removal from the FFDA Competition Team at the discretion of the Studio Director.

NOTE: These classes are the FOUNDATION of the dancer's training. Competition choreography classes are IN ADDITION to this program.

Competition Team Commitment

Auditions

All dancers (both new interested dancers and returning team members) must audition each season.

All dancers auditioning will fill out an Audition Application and Handbook Agreement Contract prior to their audition.

Team auditions will take place during the required FFDA Summer Intensives. **Participation in the full Summer Intensive program and audition is required for team placement. No exceptions.**

Team (group or solo) placement is NOT guaranteed.

Team Placements

Placements will be emailed out to parents on August 21, 2026.

When you receive your email, **please respond back within 24-48 hours** to let us know you accept all offered dances.

Soloists will be notified prior to receiving group assignments.

Competition Participation

Dancers will participate in all 3 regional competitions FFDA attends.

Dates and specific pricing will be made available prior to the start of the season.

Competition Fees will be added to your account at the beginning of the season and **must be paid in full prior November 30, 2026.**

Competition Entry Fees

Group Entry Fee

$75.00 to $85.00 per group piece per event.

Duet/Trio Entry Fee

$80.00 to $100.00 per duet/trio per event.

Solo Entry Fee

Can range from $120.00 to $160.00 per solo per event.

These fees are paid to Free Form Dance Academy via your Jackrabbit Parent Portal.

Exact fee balances will be sent to you via the portal at the beginning of the season.

Entry fees must be paid in full by November 30, 2026.

Liability Waivers

- **Assumption of Risk:** I understand that there are risks of physical injury associated with, arising out of, and inherent to dancing. These risks include the potential for slips and falls, sprains, strains, dislocations, soft tissue injuries, musculoskeletal injuries, podiatry conditions, and other risks not specified here. Understanding these risks and the potential for others not listed, I agree to personally accept and assume all of the risks resident in my participation at FFDA. My participation at FFDA is entirely voluntary, and I choose to participate in spite of risks. I choose to participate in classes, performances, workshops, and other activities at Free Form Dance Academy of my own free well and certify that I am in proper physical condition to take part in such activities. If I have any known physical vulnerabilities, conditions, or injuries, I agree to discuss them with the director before participating.
- **Release of Liability:** I release Free Form Dance Academy and their directors, owners, students, teachers, staff, employees, volunteers, and associates from any liability or claim I may have against Free Form Dance Academy with respect to any bodily injury, personal injury, illness, death, or property loss or damage that may result from my child's participation at FFDA. I voluntarily release and forever discharge and hold harmless FFDA From any and all claims or demands for damages, loss of services, costs and expenses, injuries, attorney fees, and any other cause for reparation from any and all injury to my child or their property arising in anyway from their participation and dance classes, camps, intensive, workshops, performances, or the use of FFDA equipment or facilities, and any activities associated with FFDA.
- **Medical Treatment and Insurance:** I understand that FFDA does not assume any responsibility for or obligation to provide financial or other assistance in the event of injury or illness, including but not limited to medical, health, or disability insurance or support. I authorize FFDA to obtain necessary medical or dental treatment, including first aid, ambulance transport, hospitalization, or such other care necessary for my students health and welfare in an emergency. I release and discharge FFDA from any claim which may arise on account of any first aid, treatment, or service rendered in connection with my participation in FFDA activities or with the decision by any representative of FFDA to consent to medical or dental treatment on my child's behalf in an emergency. I understand FFDA does not carry or maintain health, medical, dental, or disability insurance coverage for any participant. I agree to take full responsibility for fully payment of any emergency medical or dental costs related to my child's participation at FFDA.
- **Instructional Release:** I understand that dance education sometimes requires hands-on instruction as well as verbal instruction. Instructors may correct dancers by touching their arms, legs, feet, hips, back and head to move them in the correct position. Instructors may also use physical contact to "spot" dancers while executing tricks, skills or collaborative work. I acknowledge that this is a common standard in dance instruction and understand it is my responsibility to communicate clearly with all FFDA staff any concerns I may have prior to participation.
- **Photography Release:** I understand that FFDA may take photo and video recordings of students during participation in FFDA classes and activities. I convey to FFDA full rights and interest in these recordings. I understand such recordings may be used in advertising or other published materials, physical or virtual. If I DO NOT consent to the above, I will make FFDA aware of my concerns.
- **Payment Policy:** I agree to pay in full any and all tuition or fees incurred from participation at FFDA by their required DUE DATE. I acknowledge late fees will be incurred due to outstanding balances. All tuition fees, costume fees, or other payments are non-refundable. Competition fees are refunded in accordance with competition company policies.
- I have received, read, and agree to the documented FFDA Studio Handbook. This is available to me freely at any time and I agree to all guidelines, terms, and policies outlined by Free Form Dance Academy.

Free Form Dance Academy Handbook Acknowledgment

Once you have enrolled in FFDA for our current season, you will be sent an agreement form online that will need to be signed in order for you to participate in classes.

The agreement confirmation have read and understand all parts of the FFDA Studio Handbook.

Welcome to FFDA! Together, we create!

www.freeformdanceacademy.com