



2025-2026

STUDENT HANDBOOK

# Welcome to South East Dance Academy

On behalf of our staff and faculty, I want to welcome you to South East Dance Academy (SEDA). Thank you for bringing your dancer to us! This will be a fun-filled year with loads of new dance steps and exercises. This handbook is a resource to help you and your dancer succeed and grow at our studio. If you have questions or concerns, please do not hesitate to ask. We look forward to teaching your dancers and getting to know them.

Dancingly Yours,  
"Miss Lynn" Raley

South East Dance Academy

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Office Hours:

Monday- Friday

Please call for specific hours of operation

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

Facebook: South East Dance Academy

Instagram: sedadance

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# Class Descriptions and Attire

## Pre-School Dance Program

**First Steps (Ages 18-36 months)** \*Must be 18 months by Aug. 1<sup>st</sup>. Creative dance is taught in a fun classroom environment. This class focuses on the very young, who are in the early developing stages of their physical, psychological and mental abilities. This class offers age-appropriate music and games that are utilized to encourage learning and the joy of dance. With Parent/Guardian's help, the students develop fine and gross motor skills, coordination, musicality, mental awareness, and creative thinking skills.

- Attire: Girls= Leotard (skirts are optional) tights and pink full sole ballet shoes with no drawstring. Boys= loose fitting clothes, black full sole ballet shoes with no drawstring. Parent/Guardian= Comfortable clothing, sneakers.
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**Creative Dance (Ages 2.5-3.5 years old)** \*Must be 30 months (2 ½) by Aug. 1<sup>st</sup>. *Creative dance and basic dance skills are taught in a fun classroom environment. This class focuses on the young dancers developing their physical, psychological and mental abilities. This class offers age-appropriate music and games that are utilized to encourage learning and the joy of dance. Classes are designed to help further develop fine and gross motor skills, coordination, musicality, mental awareness and creative thinking skills. Our program includes introductory steps of ballet and tap, as well as basic acrobatics.*

- Attire: Girls= Leotard (skirts are optional) tights and pink full sole ballet shoes with no drawstring. Boys= loose fitting clothes, black full sole ballet shoes with no drawstring.

**Ages 3/4 & 4/5 Ballet, Tap, Acro Combo:** Our combination classes are designed to introduce our young dancers to the basic dance forms-ballet, tap, and acrobatics. While learning the basics of each movement, the students develop both fine and gross motor skills, coordination, musicality, mental awareness and creative thinking skills. The classes encourage learning and the joy of dance.

- Attire: Girls= Leotard of any color, tights, pink full sole ballet shoes with no drawstring and tan Velcro tap shoes; Boys= Comfortable shirt and pants (ex: sweatpants), black full sole ballet shoes with no drawstring and black tap shoes.

**All Pre- School dance classes are based off age as of August 1<sup>st</sup>. All 4-year-olds must have 1 year of previous dance to register for Age 4/5 Combo Class.**

# Class Descriptions and Attire

## General Classes Kindergarten & Up

**Acrobatics:** Tumbling helps to gain strength, flexibility, and coordination that will in turn complement dance skills. The student will learn how to do cartwheels, front rolls, handstands, and walkovers, and for the more advanced student, backflips, and handsprings. This class does have the opportunity to do an Acro Demonstration at our End of Year Concert.

- Attire: Girls= Leotard and footless/convertible tights, and bare feet; Boys=Fitted shirt, shorts, and bare feet.

**Ballet:** Ballet is best known for its unique features and techniques, such as turn out of the legs and high extensions. Ballet consists of graceful, flowing, precise movements and body positions. Ballet is an essential foundation for all other disciplines of dance. This class is offered for dancers ages 5-18. (*Younger students are encouraged to take a combo class.*)

- Attire: Girls= Leotard, tights, pink ballet shoes, hair in a bun; Boys= Fitted shirt, dance pants, black ballet shoes. Requires pink full sole ballet shoes for girls ages 12 and under and split sole pink ballet shoes for girls ages 13 and up. All ballet shoes must have no drawstring.

**Contemporary:** Contemporary dance is a style of expressive dance that combines elements of several dance genres including Modern, Jazz, Lyrical & Ballet. It has elements of artistic expression paired with technique and can often be done to music spanning several genres. This class is offered to dancers in our Middle School/ High School Program.

- Attire: Girls= Leotard and footless/convertible tights of any color and Barefeet; Boys= Fitted shirt, dance pants and Barefeet.

**Hip-Hop:** This class is full of up-to-date music combined with rhythmic dance. The kids, age 5-18, will learn musicality and tutting, floor work, and proper isolations from Hip Hop culture. Previous hip-hop dance experience is not required. Particular attention is paid to age-appropriate music and movement.

- Attire: Comfortable shirt, dance pants or shorts, and all black sneakers. No sneakers that are worn during school time.

**Jazz:** Jazz dance places its foundation in ballet. Jazz involves isolation technique that means training the centers of movement independently from one another. This dance style develops coordination and articulation of body parts such as the head, shoulders, ribcage, arms, pelvis, legs, and feet. This class is offered for dancers ages 5-18.

- Attire: Girls= Leotard and tights of any color, and tan jazz shoes without laces; Boys= Fitted shirt, dance pants/shorts, and black jazz shoes without laces.

**Lyrical:** This style is a combination of jazz and ballet where the dancers try to convey the meaning of the lyrics in a song. The movements are often more literal, and the movement describes the lyrics. Students are required to take ballet classes to better understand and execute the steps properly. This class is offered for dancer's 3<sup>rd</sup> grade and up.

- Attire: Girls= Leotard and footless/convertible tights of any color, Half Soles (matched to skin tone); Boys= Fitted shirt, dance pants, Half Soles (matched to skin tone).

**Musical Theatre:** This class offers dancing, acting with dialogue and singing. It is a fun class that is offered to a variety of ages. The class is based off Broadway musicals. This class helps students, particularly the young dancers, to start breaking out of their shell.

- Attire: Comfortable clothing, tan jazz shoes for girls and black jazz shoes for boys. No Jazz Shoes with Laces.

**Pointe:** The art of ballet where dancers appear fluid and light, while "en pointe." The teacher decides when a student is ready, generally *around age 12, with a couple of consecutive years of ballet technique*. Students are not encouraged to put on pointe shoes until their ankles are strong, have a solid core, and demonstrate good body awareness. The teacher will assess the readiness of the student if they show a desire to go en pointe. Pointe class will teach the student the proper practice of caring for their feet, how to stand correctly in pointe shoes, and the proper placement of their ankles. A student will not be placed in Pointe class if they are physically and mentally not strong enough for this vigorous art form. This is strictly for the safety of the student.

- Attire: Girls= Leotard, pink tights, professionally fitted pink pointe shoes, hair in a bun.

**Tap:** Tap is a style of dance that is energetic, fun, and without doubt, an entertaining art form. Students will learn to make various sounds with their shoes to create simple to advanced rhythms. They will develop the art of telling a story with their feet. This class is offered to dancers Ages 5-18 years old. (*Younger students are encouraged to take a combo class.*)

- Attire: Girls= Leotard and tights of any color, Ages 5-12 tan Velcro tap shoes and Ages 13+ black lace up tap shoes; Boys= Comfortable shirt, dance pants/shorts, and black tap shoes.

# Tuition Rates & Fees

## Financial Commitment

We strive to make the tuition and payment process as convenient and transparent as possible. Please review the following policies regarding tuition payment options and due dates.

### Payment:

Tuition is due by the 1<sup>st</sup> of each month, no later than the 15<sup>th</sup>, and can be paid via cash, credit card, debit card, check, ACH, or online through your parent portal. All accounts that sign up online are automatically set up for e-payment and you are authorizing SEDA to use the account information for all your account billing (including registration fee, tuition, costume fees, late fees, performance package, and other studio and dance related items posted to your account.) After the 15<sup>th</sup> of the month, a \$25 late fee will be charged and enforced on all accounts past due, including e-payment accounts. Late notices will be sent via email. Tuition is not pro-rated for absences or studio closures. Students are encouraged to attend makeup classes for missed classes. Tuition is based on the entire season and is not dependent on the number of weeks in each month. Tuition payments are averaged out to reflect four classes per month.

## Monthly Tuition

South East Dance Academy uses a set rate for all Pre-School Dance Programs and a Sliding Scale for all classes Kindergarten and up to calculate tuition rates. Add up the amount of time per week of classes, then slide over and find the rate of tuition per month.

### Pre-School Programs

First Steps	\$68- 1x/week \$-94- 2x/week
Age 2/3 Creative	\$68- 1x/week \$94 -2x/week
Age 3/4 Combo	\$84-1x/week \$115- 2x/week
Age 4/5 Combo	\$92-1x/week \$121- 2x/week

### College/Adult Prices

45 Min	\$35.00
1 1/2 Hours	\$56.00
2 ¼ Hours	\$72.00
3 Hours	\$82.00

# Tuition Rates & Fees

Hours of Dance                      Monthly Tuition

30 Min	\$68.00	3 1/2 Hours	\$200.00
45 Min	\$80.00	3 3/4 Hours	\$210.00
1 Hour	\$92.00	4 Hours	\$220.00
1 1/4 Hour	\$104.00	4 1/4 Hours	\$230.00
1 1/2 Hour	\$116.00	4 1/2 Hours	\$240.00
1 3/4 Hours	\$128.00	4 3/4 Hours	\$250.00
2 Hours	\$140.00	5 Hours	\$260.00
2 1/4 Hours	\$150.00	5 1/4 Hours	\$270.00
2 1/2 Hours	\$160.00	5 1/2 Hours	\$280.00
2 3/4 Hours	\$170.00	5 3/4 Hours	\$290.00
3 Hours	\$180.00	6 Hours	\$300.00
3 1/4 Hours	\$190.00	Our Max Rate	\$300.00

## Fees

South East Dance Academy has three additional fees. They are listed below:

Fee	Amount	Due
** Registration Fee	\$35 per dancer/ Max \$50 per family	At the time of registration
**Costume Fees	See Page 24	October 15, 2025
**Performance Package	\$85 for 1 <sup>st</sup> student + \$30 each additional student	February 1, 2026



# Tuition Rates & Fees

## Notes Regarding Fees

**\*At Time of Registration:** \$35 Registration Fee is non-refundable- NO EXCEPTIONS. Family max applies to registered siblings only.

**\*\*Costume Note:** If classes change, then the costume amount can also change. Costume fees are approximate and are subject to change.

**\*\*\*Recital Note:** Performance Package includes link to the recital video for download, 1 souvenir program book per family, 1 recital t-shirt with cast list on the back per dancer, and unlimited seating for you and your loved ones. We do not sell tickets to this event! Students are assumed to be performing in the end of year concert, unless they have opted out in writing. Students who wish to opt out must do so by November 1<sup>st</sup>.

## Tuition Discount

For those who have more than one student enrolled or have a parent who is active-duty military, we are pleased to offer a 10% Discount.

## Additional Expenses

Tuition does not include the registration fee, dancewear, shoes, costumes, or private lessons.

We appreciate your adherence to our tuition and payment policies. Should you have any questions or need further clarification, please don't hesitate to contact the school office. We are here to assist you and ensure a smooth and convenient payment experience throughout the dance season.

➤ Full monthly tuition will be automatically withdrawn from your ACH, credit, or debit card account on the 1st of each month.

⚠ Please note that the dates and expenses listed in this handbook are subject to change. Please call or stop by the office if you have any questions.

## Important Dates for 2025-2026

August 18, 2025	General Classes Begin
September 1, 2025	Studio Closed for Labor Day
September 15-20, 2025	Bring a Friend Week!
September 22-27, 2025	Spirit Week; Wear as many SEDA Colors as possible
October 1, 2025	Recital Costume fees are due- see page for costume amounts
October 4, 2025	RiverFest Performance- Saturday at 2pm
October 13-18, 2025	Bring a Friend Week!
October 25-30, 2025	Halloween- wear your Halloween Costume to Class!
October 31, 2025	No Classes
November 1, 2025	Registration for Winter Wonderland Camp Opens
November 10-15, 2025	Bring a Friend Week!
November 25-29, 2025	Studio Closed for Thanksgiving Break
December 13, 2025	Christmas Concerts @ Topsail High School
December 21, 2025- January 2, 2026	Studio Closed for Holiday break- classes resume Saturday, January 3, 2025
<b>January 1-2, 2026</b>	<b>Winter Wonderland Camps</b>
January 31, 2026	Last day for new students to register for classes
February 1, 2026	Performance Package is due- see page for amounts
February 1, 2026	Registration opens for Summer Classes and Camps
February 9-14, 2026	I Love Dance Week! Wear all Pink and Red! Costumes given out!
<b>March 23-28, 2026</b>	<b>Photo Week</b>
April 4-10, 2026	Spring Break
April 11-12, 2026	Azalea Festival Performance- Time TBA
April 13-18, 2026	Withdrawn dancers may pick up their costumes
May 9, 2026	Fall 2026 Registration opens at 12:00 noon
May 30, 2026	End of Year Dance Concerts at Odell Williamson Auditorium

Add these to your calendar ASAP! Please advise that SEDA reserves the right to change these dates if needed.

# **It's More than Just Dance!**

## **Service Society**

You are formally invited to join the South East Dance Academy Service Society.

SEDA is committed to community service. We feel that a mixture of strong dance technique, good grades and service to our community will build self-esteem among our dancers. A very small percentage of our students will make dance a career, but 100% will go on to become citizens.

You can donate to our Current Projects or Sponsor a Service Project. All you need is an open mind, an open heart, and an open hand.

## **Honorable Dancers**

SEDA recognizes the scholastic achievement of students that turn in report cards with all A's and B's. Students are recognized at the end of the year with a Certificate for their Achievement, their name listed in our Souvenir Program Book, and will have their photo displayed in the studio as well as on social media. Stop by the office and turn in a copy of your report card or email to [MissLynn.SEDA@gmail.com](mailto:MissLynn.SEDA@gmail.com) by May 1<sup>st</sup> (this can be any report card received during the school year) to become an SEDA Honorable Dancer!

# SEDA Studio Policies

## Tuition and Registration Fees

1. **Registration Fee:** A \$35 non-refundable registration fee for the 1<sup>st</sup> dancer, \$15 for the 2<sup>nd</sup> dancer, (\$50 family maximum) is due at the time of registration.
2. **First Month's Tuition:** August tuition is due at time of registration. August tuition is prorated to 1/2 month's rate. Registrants after August will pay for their first month at the time of registering.
3. **Tuition Late Fee:** Tuition is due on the 1<sup>st</sup> of each month, no later than the 15<sup>th</sup>. After that time, a \$25 late fee will be charged and enforced on all accounts past due, including e-payment accounts. Late fee notices will be sent via email.
4. **Prorated Month:** August is the only pro-rated month of tuition. September through May will be charged a full month's tuition. Whether the month is short (3 weeks) or long (5weeks) tuition remains the same. Tuition is **not** pro-rated for absences. Your dancer is encouraged to attend makeup classes for missed lessons. Please refer to the Absenteeism and Inclement Weather section on page 14 for more information.
5. **Methods of Payment:** SEDA accepts personal checks, credit cards (MasterCard, VISA and Discover), debit cards, e-bank payments and cash as methods of payment. One-time payments may also be made via the parent portal. If paying by check, please write the student's name in the memo section of your check. Checks must be made payable to South East Dance Academy or SEDA.
6. **Online Registration / E-Payment:** When registering online you are automatically set up for e-payment and automatic account billing (including for registration fees, tuition costume fees, late fees performance package and any other studio or dance related items purchased on the account). To discontinue enrollment in e-payment, you must fill out a "E-Payment Removal Form" (available in the office and on page 28 of this handbook and return the completed form to the SEDA office.
7. **Declined Payment:** A \$35 penalty charge will be assessed for each returned check (regular or electronic) or declined e-payment (when configured for automatic account billing.) In the event of a second returned check or declined e-payment, future payments may only be made at the studio office in case or credit/debit card.
8. **Advanced Payment:** You may pay in advance for tuition and fees; however, there is no discount.
9. **Offset Against Open Balances:** In the event that (a) you overpay for a specific payment obligation owed to SEDA (whether for tuition performance package, costume fees, competition entry fees or otherwise), or (b) you are otherwise entitled to a refund of a specific payment made to SEDA, SEDA may apply such overpayment or refund to all your outstanding and unpaid balances.

# Class Schedules

For the most updated version of our class schedule, please visit [SEDAdance.com](http://SEDAdance.com) and click on "Registration".

## Schedule Changes

1. **Class Changes**: A student may drop and add classes depending on availability. To ensure proper costume orders, class changes will possibly require the purchase of an additional costume. Private lessons may be required for late registrants; this will be at the teacher's discretion.
2. **Withdrawals**: To withdraw a student from any SEDA class, you must notify the studio office and complete a Withdrawal Form. Failure to attend classes does not constitute a withdrawal. Students and their parents/guardians are responsible for giving at least 30 days written notice of withdrawal, paying tuition and other fees incurred during this timeframe, and continuing to comply with the Handbook policy on payment and pick up of costumes. SEDA will refund unused recital fees for withdrawals prior to February 28, 2026, and refund tuition payments for classes beyond the 30-day notice period (subject to SEDA's right to offset against outstanding unpaid balances), but no costume fees, competition fees, or other fees will be refunded. If a costume has been purchased for any withdrawn class and the student moves out of town there is a \$25 shipping fee per costume.
3. **Waitlist Policy**: Students desiring placement in a full class will be placed on a waitlist, it is the studio's discretion to fill available spots. To be put on a waitlist, please log into your parent portal (if you are an enrolled student) or go to the registration page of the website (if you are not currently enrolled in our database) and click the word "Waitlist" for the full class that you would like to waitlist your dancer. While a credit card is required to create your account and be placed on the waitlist, your card will not be charged unless a spot becomes available, and we have confirmed your dancer's enrollment and registration.

## Student Class Placement

Age Groups: All classes are based on the students' age as of August 1, or School Grade, no exceptions. A student may select a class in a younger age group but may not choose a class in an older age group. The instructors have the final say as to which class(es) students are placed.

# Student/Parent/Teacher Relationships

South East Dance Academy is committed to delivering exceptional dance classes that contribute to the comprehensive development of children. Our primary focus is to create a secure and child-centered environment where students can explore the art of dance under the guidance of qualified and nurturing teachers.

We firmly believe that dance training plays a crucial role in fostering a positive self-image, enhancing coordination skills, and promoting body awareness in young individuals. Through dance classes, children are encouraged to freely express themselves through movement, nurturing their creativity and self-expression.

To uphold our commitment to excellence, we maintain high standards for all our South East Dance Academy faculty members. Our teachers are dedicated lifelong learners who actively seek opportunities for further education, such as certification programs, teacher training, conferences, and other relevant learning experiences. We strive to provide our students with the best possible instruction by ensuring our faculty stays abreast of the latest teaching methodologies and techniques.

At South East Dance Academy, we are passionate about nurturing the artistic potential of each child and fostering a love for dance. Our dedicated faculty and safe learning environment create an ideal platform for students to grow, learn, and thrive. We are honored to be a part of their dance journey and are committed to providing high-quality dance education that positively impacts their overall development.

1. **Contacting Instructors:** In our commitment to providing exceptional customer service, we kindly request that all communication regarding SEDA be directed to our Office Manager- [MissSherry.SEDA@gmail.com](mailto:MissSherry.SEDA@gmail.com). We kindly ask that you refrain from contacting personal cell phones, texting, or instant messaging the director, faculty, and staff. This ensures streamlined and efficient communication channels, allowing us to address your inquiries and concerns promptly. Thank you for your cooperation and understanding.  
Please do not try to catch an instructor between classes, Class schedules are very tight, and our instructors would like to give your questions and concerns the proper attention.
2. **Social media:** We are on Facebook and Instagram! Become a fan and keep up with the latest SEDA news!
3. **Phone Calls: You** may leave a message for a teacher at the studio. Do not call any staff members at home. Due to varied schedules, emails are best.
4. **Disruptive Behavior: Students** are expected to always maintain appropriate behavior. Disruptive behavior will not be tolerated.
5. **Opening Class Doors:** Please respect our instructors. All classes are closed sessions. Do not open the door during class time. When classes are over, the instructor will open the door for the next class to enter, and students will exit to the lobby.
6. **Emails from Studio:** All registered accounts will automatically be enabled to receive email & text updates and alerts from the studio. You can update your email address & phone number on file through your parent portal. Please pay attention to these communications. SEDA will use email to communicate updates to this Handbook, changes to procedures or guidelines, and any other important updates or information during the year.

# Parent Portal

You have access to your studio account via the parent portal or through the SEDA website. From your portal or app, you can send messages/emails to the studio, view and print your registered classes, see if you are eligible for make-up classes, update your credit card or bank account information, make payments, and more.

## Absenteeism & Inclement Weather

1. **Illness Policy:** Students should stay home if they are experiencing any of the following conditions:
  - Pain – any complaints of unexplained or undiagnosed pain.
  - Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough. Difficulty in breathing – wheezing or a persistent cough.
  - Fever (100°F/38.3°C or more) or nausea and vomiting.
  - Infected skin or eyes or an undiagnosed rash. Severe itching of body and scalp.
  - Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. These may indicate a bacterial or viral infection that is easily passed from one child to another.
  - Known or suspected live or any other communicable illnesses (including symptoms of Covid-19, as defined by the CDC).
2. **Missing Classes:** If a student will be missing two or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.
3. **Excessive Absences:** Students with excessive unexcused class absences may be pulled from the recital dance with no refund. This is at the teacher's discretion.
4. **Inclement Weather:** In the case of inclement weather, SEDA will email & text you directly, and we will also post on social media.
5. **Make-Up Classes:** There are no refunds for missed classes whether it is due to student absence or studio closure. These can be made up any time before April 30<sup>th</sup> in an age-appropriate class—even if it is a different style than what the student is taking. Make-up classes cannot be scheduled during Picture Week (3/23-3/28, 2025).

# Student Dress Code

1. **Modesty:** No midriffs should be shown at any time, and thighs should be covered. Leotards should be worn with tights. Students may elect to wear shorts over top of their leotard, but tights must still be worn underneath. Performing Team Members can earn Dress Down Thursday by adhering to the dress code during the Monday through Wednesday.
2. **Shoes:** Proper shoes in specific colors are required for **all** classes. A list of shoes can be found below.
3. **Hair:** Hair should be pulled up and away from the student's face. Performing Team members should wear their hair in a bun for all classes.
4. **Tights:** The office has tights available to match lighter and darker complexions.
5. **Shoes:** We do not sell dance shoes – we do, however, have a shoe consignment program. Please see the office to view our current selection. Please write your child's first and last name (or initials) on all belongings, including shoes! Sharpies are available in the office. Preferred style numbers are provided below; however, similar styles are acceptable as long as the colors match.

All dress codes are listed below and can be found as a resource of your student's class in the parent portal.

At SEDA, we value inclusiveness and prioritize the safety and comfort of all our students. Our dress code policy is designed to provide a cohesive and focused dance experience while accommodating individual preferences. We strive to create an environment that respects their choices and identities. We appreciate your support in upholding these dress code policies, as they contribute to a focused and disciplined learning environment. Should you have any questions, please feel free to reach out to the studio office. We are here to assist you and ensure a positive dance experience for your child.



<p><b>ACRO</b></p> <ul style="list-style-type: none"> <li>• No shoes required (barefoot)</li> <li>• Leotard and tights of any color/style; shorts may be worn over the top of the leotard, but tights are still required.</li> <li>• Tights should be footless, stirrup, or convertible for safety purposes.</li> <li>• Boys will wear athletic shorts or pants and t-shirt of any color.</li> </ul>	<p><b>BALLET</b></p> <ul style="list-style-type: none"> <li>• No-Tie Full Sole Weissman W450</li> <li>• No-Tie Split Sole Weissman W550 or Similar</li> <li>• Leotard and tights of any color/style; for girls. Ballet skirts are optional. No leggings, shorts, over shirts, etc.</li> <li>• Boys wear a T-shirt (tucked in) along with fitted shorts or jazz pants. Boys wear black split sole Ballet shoes and socks.</li> </ul> <p><b>Students will not be permitted into class if they are not dressed in the proper Ballet attire.</b></p>
<p><b>MUSICAL THEATRE</b></p> <ul style="list-style-type: none"> <li>• Flesh tone jazz shoes for girls</li> <li>• Black jazz shoes for boys.</li> <li>• Leotard &amp; tights of any color/style: ballet skirts may be worn over the top of the leotard, but tights are still required.</li> <li>• Boys will wear jazz pants and t-shirts of any color.</li> </ul>	<p><b>PRE-POINTE/POINTE</b></p> <ul style="list-style-type: none"> <li>• Pointe shoes must be sewn completely. Check with the front office on where to go for fitting and purchase.</li> <li>• Leotard and pink tights are required.</li> <li>• Ballet skirts can be worn WITH instructor's approval.</li> </ul> <p><b>Students will not be permitted into class if they are not dressed in the proper Ballet attire.</b></p>

<p><b>COMBO CLASSES</b></p> <ul style="list-style-type: none"> <li>• Full Sole Pink Ballet Shoes Weissman W450- No Drawstrings</li> <li>• Tan Tap Shoes- Weissman Carmel W2600; Boys will wear black Ballet &amp; Tap shoes</li> <li>• Leotard &amp; tights of any color/style; ballet skirts may be worn over the top of the leotard, but tights are still required.</li> <li>• Boys will wear jazz pants and t-shirts of any color.</li> </ul>	<p><b>HIP HOP</b></p> <ul style="list-style-type: none"> <li>• Any Black Sneaker (for girls and boys).</li> <li>• Street clothes consisting of yoga, or sweatpants are permitted (no bare legs) and T-shirt (no mid-riffs allowed for girls).</li> </ul>
<p><b>JAZZ</b></p> <ul style="list-style-type: none"> <li>• Flesh tone jazz shoes for girls</li> <li>• Black jazz shoes for boys.</li> <li>• Leotard &amp; tights of any color/style; ballet skirts or jazz shorts may be worn over the top of the leotard for Jazz, but tights are still required.</li> <li>• Boys will wear jazz pants and t-shirt of any color.</li> </ul>	<p><b>LYRICAL</b></p> <ul style="list-style-type: none"> <li>• Flesh tone leather half-sole turning shoes – Pirouettes.</li> <li>• Leotard &amp; tights of any color/style; ballet skirts or jazz shorts may be worn over the top of the leotard for Lyrical, but tights are still required.</li> <li>• Boys will wear jazz pants and t-shirt of any color.</li> </ul>
<p><b>CONTEMPORARY</b></p> <ul style="list-style-type: none"> <li>• No shoes required (barefoot)</li> <li>• Leotard &amp; tights of any color/style; ballet skirts or jazz shorts may be worn over the top of the leotard for Jazz, but tights are still required.</li> <li>• Tights should be footless, stirrup, or convertible for safety purposes.</li> <li>• Boys will wear athletic shorts or pants and t-shirt of any color.</li> </ul>	<p><b>TAP</b></p> <ul style="list-style-type: none"> <li>• Tan Buckle or Velcro Tap shoes for girls Grades 3-5 and under.</li> <li>• Black Tap shoes for <b>all</b> boys.</li> <li>• Black Lace up Tap shoes for MS/HS classes.</li> <li>• Leotard &amp; tights of any color/style; shorts may be worn over the top of the leotard, but tights are still required.</li> <li>• Boys will wear athletic shorts or pants and t-shirt of any color.</li> </ul>

## Waiting Area & Lobby Rules

1. **Hallway Must Be Clear:** Per the Fire Marshal, there is no sitting or standing in the hallway. Please remain in the lobby or café area while waiting for class to begin.
2. **No Horseplay:** Parent are asked to keep students and waiting siblings from aggressive horseplay in the waiting areas and restrooms.
3. **No Acrobatics:** Students should not perform any acro tricks in the hall. cafe or waiting areas.
4. **No Food:** No drinks, sodas, coffee, sippy cups, gum, or food of any kind is allowed in the lobby; **only in the café.** No food or drinks, besides water bottles, are allowed in the dance studios at any time. There is no guarantee that our premises will be free from allergens of any kind, including but not limited to food products containing nuts.
5. **Student Drop-Off and Pick-Up:** The premises of SEDA outside of the classroom studios are not supervised. **Students under the age of 7 may not be left unattended by a parent/guardian at any time before, after, or between classes. Students 7 and older must be dropped off and picked up on time** (no more than five minutes before class or five minutes after class). Due to traffic and other safety concerns, **parents must park and come inside SEDA to drop off students as well as at pick up.** Students will not be released to older siblings under the age of 16. Parents/guardians are responsible for arriving on time for drop-off and pick-up, and for instructing their students not to leave SEDA's building without them.
6. **Parking Lot / Front Porch:** No student of any age should hang out in the parking lot or on the front porch without a parent present. **Leaving the Studio:** No student under the age of 18 may leave SEDA premises unless attended by a parent/guardian.
7. **Time Between Classes:** **If a student is 7 or older and is participating in multiple classes on the same day,** the student may remain inside SEDA's building unattended by a parent/guardian between classes only if the student's parent/guardian signs **Acknowledgement and Release for unaccompanied Class Transition.** This form is available in the office. Parents/ Guardians who elect to leave their student unsupervised are responsible for telling their student they are not to leave the building for any reason. Parents/guardians who elect not to sign the Acknowledgement must pick up their student between classes or stay with them.

## Personal Belongings

1. **Labels:** Please label all shoes, dancewear, dance bags, coats, etc. with the student's first and last name. Please write your dancer's name on the bottom of the shoes, if not properly labeled, teachers will write your dancer's name on their shoes during the first few weeks of classes. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item in your SEDA mailbox.
2. **Lost & Found:** The lost and found is in the café- near the girls' restrooms. Items will be donated monthly and when the area becomes overfull. Please check this area regularly. SEDA is not responsible for lost or stolen items.

# Anti-Bullying Policy

**Purpose:** Our dance studio is committed to creating and maintaining a sanctuary where peace, passion for dance, and mutual respect are paramount. We believe every individual has the right to learn and grow in a safe and supportive environment free from intimidation, harassment, and bullying.

**Definition of Bullying:** Bullying constitutes any repeated, intentional behavior that causes physical, emotional, or psychological harm to another individual within the studio. This includes, but is not limited to:

- Verbal abuse, such as name-calling, teasing, or making derogatory remarks.
- Physical aggression or intimidation, including unwanted physical contact or threatening gestures.
- Social exclusion or manipulation.
- Cyberbullying through digital platforms, such as social media, text messaging, or emails.
- Any other behavior that disrupts a student's ability to learn and feel safe in the studio.

**Repercussions:** The repercussions for bullying will be taken very seriously and can include the following progressive steps, depending on the severity and frequency of the behavior:

1. **Verbal warning** and discussion with the involved parties to mediate and resolve issues.
2. **Written warning** delivered to the parents/guardians outlining the behavior and future expectations.
3. **Mandatory meeting** with the student, parents/guardians, and studio director to discuss the behavior and potential consequences if it continues.
4. **Suspension from classes** and studio related activities for period determined by the studio director.
5. **Permanent expulsion** from the dance studio in cases of severe or unrepentant bullying.

**Reporting and Addressing Bullying:** We encouraged all students, parents, and staff to report any instances of bullying immediately to the studio director or a trusted teacher. All reports will be taken seriously and investigated promptly and discreetly. Confidentiality will be maintained to the greatest extent possible.

We will work together with all parties involved to find a resolution that supports the victim, holds the perpetrator accountable and maintains the integrity of our studio's safe and welcoming environment.

**Commitment to Prevention:** Our studio is committed to preventative measures through regular education on the impact of bullying, promoting a culture of kindness and inclusivity and fostering open communication between students, parents and staff.

Together we can ensure our studio remains a place where every dancer can thrive and pursue their passion for dance without fear or reservation.

## Medications/ Devices and Medical Insurance

1. All students with an emergency medication/device must comply with the following requirements:
  - The medication/device must be placed in a closed plastic baggie clearly labeled with the student's name and easy to understand written instructions concerning when/under what circumstances the medication/device should be used and how it should be used. The instructions in the baggie must also include the name and telephone number for two emergency medical contacts.
  - Students with a medication/device are required to always bring the baggie to and from SEDA activities and while at SEDA, to keep the baggie in a gear bag on their person, or during classes, in the classroom.
2. SEDA does not carry medical insurance for its students.
3. **SEDA does not render medical care, including medical diagnosis or treatment to students or others, and any assistance SEDA staff may offer to students will be limited to responding to an emergency.**

## Preparing for Class

1. Dancers are to enter the dance room fully dressed for class with their hair properly pulled back (bun for ballet) and proper dance shoes on. Please do not wear street shoes in the dance rooms. Dance bags may be brought into the room or left in the cubby area. Combo classes (Age 3/4 & Age 4/5) will need to have their ballet shoes on each week when entering class. Please put tap shoes in a dance bag that they will bring into class with them. Put your child's name on their shoes and bag. The teachers will help dancers change their shoes in the middle of the class.
2. Please be sure all cell phones, smart watches and electronic devices are left in dancer's bags and have their ringers and sounds set to silent mode.

# What to Expect Your First Week

1. The hall and lobby are very crowded the first few weeks of classes. This will settle down after the first few weeks.
2. There is a lot of switching around of classes as parents are trying to get settled in the new schedule of the year. Please be patient. Classes often must change at the same time, so that dancers can go to different subjects they are taking.
3. Like school, the first few weeks of class are a review. This allows everyone to get comfortable with new classes and new teachers. Also, teachers can evaluate students to be sure they are in the correct class.
4. If dancers have been placed into classes that are not correct for them- don't worry- we will find a more suitable class!
5. Parking is the # 1 complaint with parents in dance schools around the nation. This is something that can't be helped. Please be careful and watch out for children. SEDA has an additional parking lot behind our building- continue down Avondale Avenue for a half of a block, Turn Left onto Mulberry St, turn Left into the gravel parking lot.
6. It is best to get your dancer into classes on time, ready to dance.
7. The youngest dancers will often have tears or anxiety the first few weeks. This is normal. The teachers are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips the first month of class! The best way to ensure success is for parents to assure them they are going to have fun. Leave as quickly as possible and make sure the door is closed. Please keep noise down in the lobby and don't let siblings open or knock on the door. This will distract the dancers.
8. Please have all dancers use the bathroom before class. Teachers will gladly take them if they do need to go during class, but this can be a disruption.

**Always stop by the office if you have questions or concerns. Every staff member wants your SEDA experience to be positive and rewarding.**

## Understanding Dance Education

### Message to Caregivers: We're in This Together

As caregivers, your support and involvement in your child's dance journey are invaluable. It goes beyond financial contributions; your emotional support plays a vital role. Encourage your child to strive for their personal best, focusing on their individual progress rather than comparing themselves to others. Dance is an art form that allows each child to develop at their own pace, and we celebrate the uniqueness of their journeys, even with the same training. Let's foster a mindset that values personal growth, giving their all, and finding fulfillment in their own achievements.

While not all children will pursue dance as a professional career, that is perfectly okay. Our faculty's primary goal is to impart life lessons and skills that provide children with the best opportunities for success in any path they choose. Dance education encompasses more than just technique and steps. We firmly believe that the discipline of dance training helps young people understand commitment, experience teamwork, and discover the rewards of hard work. Our aim is to educate the minds, bodies, and souls of our students, equipping them with the skills necessary for a fulfilling life, regardless of whether they continue with dance.

At SEDA, we recognize and appreciate your support as Caregivers or guardians, as it plays a crucial role in your child's success. Your commitment to the dance education process makes a significant difference, and we encourage you to actively participate in your child's journey.

### **Dos and Don'ts**

- Caregivers should refrain from comparing their child's progress or class placement to that of another child. It is important to watch for such behavior in your children as well and encourage them to focus on their own achievements.
- Regular attendance is essential for students to progress in their dance education. Each class builds upon previous lessons, and missing a class may leave a student lagging behind their peers. From February to April, choreography for the recital will be taught and rehearsed. It is necessary for students to feel confident with the choreography and the year-end performance. Absences during this period can lead to frustration for both students and their teachers and classmates. Try to attend all scheduled dance classes, rehearsals, and performances promptly and consistently, except in the case of illness or other unavoidable circumstances.
- Dance is a physically demanding activity that requires a proper warm-up to ensure safe execution of movements. Students who arrive more than 10 minutes late may be asked to observe class for their personal safety, as they would have missed the warm-up and/or barre exercises.

➤ Together, we can inspire and nurture their passion for dance, instilling valuable life skills and creating cherished memories.

## **Bring-a-Friend Week**

"Bring-a-Friend Week" is offered several times during the dance season. During this time, students can invite a friend of similar age to join them in a fun class designed for both the student and their guest. Guests can attend classes free of charge during this week. See Student Calendar page 9 for dates.

# All About Dance Concerts

Dance is a visual art. It is meant to be shared. There is little enjoyment to the dancer if dance is merely a set of exercises. For most students dance training has nothing to do with a career in dance. Students need to see their progress and share their joy of dance with an audience.

We are helping children develop self-confidence and giving them a valuable experience which will be of use to them all their lives. Dance concerts should be part of the learning process which has been going on all year. Each time we appear in front of an audience, stand up to speak to a group of people, etc., we gain self-confidence.

## Christmas Concerts

### Saturday, December 13, 2025 -Topsail High School

Each year SEDA gives our dancers the opportunity to perform in our Charity Christmas Concert- benefiting a local children's charity. No Tickets- Free Admission so feel free to invite families and friends. We ask that you consider donating or giving a gift to our charity from their Wish List. Some groups may be asked to pay a \$3 costume rental fee. All Dancers are invited to participate in 1 of our 2 shows, 11:00 or 1:00. Specific details will be distributed in October.

## End of Year Dance Concerts

### May 30, 2026- Odell Williamson Auditorium- Brunswick Comm. College

1. **Performance Package**: The annual Performance Package Fee is \$85 for the first dancer and \$35 for each additional dancer due February 2026. The fee includes a link to concert videos for download, covers the cost of the auditorium and allows students to invite as many guests as they like by eliminating ticket sales. Also included is 1 Souvenir Program Book per family and 1 Concert T shirt with a cast list of names on the back per dancer. If your dancer withdraws from classes after February 28, 2026, the Performance Package is not refunded.
2. **Opting Out of Concerts**: students are expected to participate in Concert for all classes. Students and parents are responsible for informing SEDA in writing no later than September 30, 2025 if a student is not going to participate in the Concert.
3. **SEDA** is not responsible for lost or stolen items at the concert.
4. **Dates**: Please see below for Concert Day and Times

## **Costumes**

**Costume Fees**: Costume amounts are approximate and are subject to change. Changes in students' schedules can result in a change of costume and costume fees. Costume amounts includes garment bag, costume, tights, headpiece and any accessories.

- a. **Combo Classes**- will perform both ball and tap dances and will have 2 costumes.
- b. **Acrobatics Classes** will perform a demonstration at the concert. Each performer



c. **Classes added after October 1<sup>st</sup>, 2025, may result in purchasing an additional costume for new class(es). Classes dropped after October 1<sup>st</sup>, 2025, will still be responsible for costume fee.**

<b>First Steps &amp; Age 2/3 Creative Movement</b>	<b>\$85</b>	<b>Grades 2-4 Classes</b>	<b>\$95</b>
<b>Age 3/4 &amp; Age 4/5 Combo Classes</b>	<b>\$165</b>	<b>Grades 3-5 Classes</b>	<b>\$100</b>
<b>Grades K-1 Classes</b>	<b>\$85, Hip Hop \$95</b>	<b>MS/HS Classes</b>	<b>\$105</b>

2. **Male dancers:** the teacher will discuss details with the dancer's parents what is to be worn for concert. Some items SEDA will order- some items parents provide.
3. **Payment Due Date:** Costume fees are due October 1, 2025. Deposits toward costume balances may be paid at any time prior to the due date.
4. **E-Payment Accounts:** Fees for your dancer's recital costumes will be charged to the card or bank account you have on file unless you have set up a different payment arrangement. Charges will be drafted between October 15 and October 18, 2025.
5. **Costume Distribution:** Dancers will receive their costume(s) during the I Love Dance Week (This week is listed on page 9) and is a great opportunity to see your dancer in their costume for the first time and video the concert routines. Please remember we do not allow these videos to be posted on social media. All alterations will be done in-house. DO NOT wash costumes!
6. **Refunds:** There will be no costume refunds for dropped classes, withdrawals from the studio, termination by SEDA, or decisions to not participate in the concerts. A student who withdraws from a class after purchasing a costume may pick up their costume on April 13-18, 2026. Costumes not picked up by them will be donated.
7. **Picture Week:** is **March 23-28, 2026**, during the dancer's regular class times. These are not mandatory to purchase, unless you want to use one in a program book ad.

## Odell Williamson Auditorium, Brunswick Community College

Wednesday Classes+ Tuesday Teen Classes 6:30 Concert

\* SEDA reserves the right to adjust schedule on a class-by-class basis if necessary.

## Studio Rental

Our studios are available for rental for meetings, rehearsals, and other activities. We provide tables, chairs, sound systems, and microphones upon request. Whether you're planning a one-time, weekly, or monthly event, feel free to reach out to us to discuss whether we can accommodate your group or activity.

## Birthday Parties

We offer various birthday party options for both boys and girls, featuring themed activities related to dance or other interests. Most birthday parties are scheduled for Saturday afternoons or Sundays, although limited space is available during the week. For a complete brochure or further details, please contact the office or visit our website.

## Summer Program and Camps

Each summer, SEDA offers summer programs and camps for both current and new students, catering to children aged 18 months to 18. A comprehensive brochure outlining all the summer programs will be distributed in February. We recommend early registration as these programs tend to sell out quickly, especially the camps.

**Summer Technique Classes** are for ages 5 and up. These classes are similar to regular season classes and include dance styles such as tap, contemporary, ballet, jazz, hip hop, lyrical, and acrobatic. Summer technique classes are on a pay per class basis and there is no registration fee or recital. Students can purchase a 10 or 15 class card to be used for any desired class on any day that is their age level. Summer passes are good for all classes. These are great ways to continue to dance through the summer and increase technical skills. Please visit our website for more information.

**Princess Camps, Acro Camps, Musical Theatre Camps:** SEDA offers themed dance camps for ages 3-7 and 6-12 during the summer. Camps are four days long and include activities such as dance, tumbling, games, painting, arts & crafts and much more! Plus, a Parent Showcase on the final day. Check out our website for our fun filled themes or contact the office for dates.

## **Performing Team**

SEDA has been a leader in dance education since 2002. We believe that our success comes as a result of providing solid training and quality service, along with an underlying belief in the strength of our organization. Here at SEDA we have Mini, Petite, Junior and Senior dance teams that are all regionally and nationally ranked. Our dancers display technical excellence as well as sportsmanship and camaraderie. If you are interested in finding out more information on our teams or how to try out, please stop by the Studio Office.

## **Monthly Newsletter**

SEDA sends out a monthly newsletter keeping you informed for the month ahead. Our newsletter provides information regarding upcoming events, important reminders, birthdays, kids in the news, service society projects and more! Contact the office if you are not receiving your newsletter.

## **A FINAL NOTE**

WELCOME TO SEDA! We are excited to embark on an educational and rewarding season with you and your child. Should you have any questions or concerns, please do not hesitate to reach out to us.

## PARENT QUICK REFERENCE

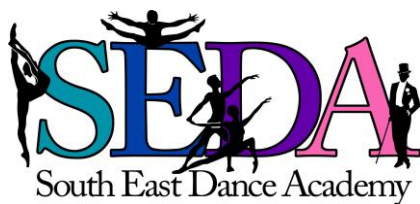
### PAYMENT SCHEDULE

MONTH	DUE DATE	AMOUNT	PAYMENT METHOD
Registration Fee (\$35/student; \$50 family max) <b>Non-Refundable</b>	Registration	<b>\$35.00/student</b> <b>\$50.00/max</b>	
August 2025 Tuition (1/2)	Registration		
September 2025 Tuition	9/1/2025		
October 2025 Tuition	10/1/2025		
October 2025 Costume Payment	10/1/2025	<b>Varies</b>	
November 2025 Tuition	11/1/2025		
December 2025 Tuition	12/1/2025		
January 2026 Tuition	1/1/2026		
February 2026 Tuition	2/1/2026		
February 2026 Performance Package	2/1/2026	<b>\$85/student</b> <b>\$30/additional</b>	
March 2026 Tuition	3/1/2026		
April 2026 Tuition	4/1/2026		
May 2026 Tuition	5/1/2026		
<i>There will be a fee of \$25 for declined automatic withdrawals for <b>ANY</b> reason.</i>			

### First Things First...Start the year off on the right foot!

What do I wear to class?	See page	15-17
What kind of shoes do I need?	See page	15-17
When do classes start?	See page	9
Is there a place for my belongings during class?	See page	18
How do I stay up to date with studio news?	See page	26
What if I miss a class?	See page	14
When are the Concerts and what can I expect?	See page	23-24
When is tuition due and how do I pay?	See page	27
How do I get in touch with my child's teacher?	See page	13
Do you have a lost and found?	See page	18
How do I access my online account?	See page	14

**Be sure to read through the handbook for answers to all your questions.**



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## E-Payment Removal Form

I, \_\_\_\_\_, **decline** to have the banking information or credit card I registered with online to be used for automatic drafting purposes. I understand that all fees and invoices due (which include tuition, costumes, late fees, performance package, and any other studio or dance related items purchased on my account) are due according to the **attached Quick Reference Guide**. I take full responsibility for payment of all charges and understand that a \$25 late fee may be applied to account if my account is more than 15 days past due.

South East Dance Academy accepts personal checks, credit cards, debit cards, ACH bank draft, and cash as methods of payment. If you pay cash, please give it to an office staff member and receive a receipt. If paying by check, credit card, debit card please write the students name in the memo section of your check or at the top of the receipt. Checks should be made payable to "SEDA" and turned in at the front office or mailed to the address in the header. All other payment methods should be made in the office or through the parent portal. ACH bank draft will happen automatically through our system when you turn in the form with your voided check.

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Name(s) of dancer(s)

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Signature of Account Holder



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## Withdrawal Form

To withdraw a student from any SEDA class, you must notify the studio office and complete a Withdrawal Form. Failure to attend classes does not constitute a withdrawal. Students and their parents/guardians are responsible for giving at least 30 days written notice of withdrawal, paying tuition and other fees incurred during this timeframe, and continuing to comply with the Handbook policy on payment and pick up of costumes. SEDA will refund unused recital fees for withdrawals prior to February 28, 2025, and refund tuition payments for classes beyond the 30-day notice period (subject to SEDA's right to offset against outstanding unpaid balances), but no costume fees, competition fees, or other fees will be refunded. If a costume has been purchased for any withdrawn class and the student moves out of town, There is a \$25 shipping fee per costume.

Students' Name \_\_\_\_\_ Parents's Name \_\_\_\_\_

Please withdraw the above-named student from all enrolled classes as of \_\_\_\_/\_\_\_\_/\_\_\_\_  
Final Class Date

Parent's Signature \_\_\_\_\_

Office Approval \_\_\_\_\_ Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last Draft Day: \_\_\_\_/\_\_\_\_/\_\_\_\_

We want to improve the overall experience at South East Dance Academy. Please take a moment to answer a few questions for us.

Why are you withdrawing? \_\_\_\_\_-Moving out of the area \_\_\_\_\_ Student lost interest  
\_\_\_\_\_ Scheduling Conflict \_\_\_\_\_ Changing Studios \_\_\_\_\_ Dislikes Class  
\_\_\_\_\_ Dislikes Teacher \_\_\_\_\_ Unhappy with experience \_\_\_\_\_ Other

Please feel free to leave any explanations:

\_\_\_\_\_  
\_\_\_\_\_

How could we have made this a positive experience for your child?

\_\_\_\_\_

Would you return to South East Dance Academy in the future? Would you recommend us to a friend?  
Please Explain.

\_\_\_\_\_  
\_\_\_\_\_