

Studio Policies



Information for Guardians & Students
2025-2026 Dance Season



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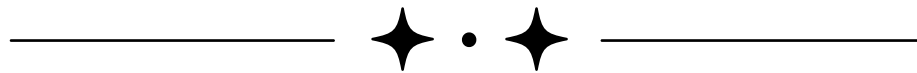
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Welcome!

Welcome to the Perfect Pointe Dance Academy family! We are so honored that you've chosen to dance with us.

This handbook serves as a guide for all of our policies, relating to weekly classes, recitals, and more. While it is recommended to read through upon enrollment, we understand that it's a lot of information! Our friendly and knowledgeable staff is always happy to answer any questions you may have.

This information, as well as so much more, can be found on BAND, a free app that we use for the majority of our communication.



Quick Reference Studio Information



Address: 1104 S Clark Rd, Suite 80, Ocoee, FL 34761



Call or Text: (407) 440-4411



Email: perfectpointedanceacademy@gmail.com



Website: www.perfectpointedanceacademy.com



Facebook: www.facebook.com/PerfectPointeFL



Instagram: [@perpointefl](https://www.instagram.com/perpointefl)

Our Mission Statement

At Perfect Pointe Dance Academy, we provide a nurturing environment for dancers of all ages to explore, express, and grow.

Our goal is to build a safe, positive community centered around a shared love of dance.

Led by passionate, collaborative staff, Perfect Pointe Dance Academy celebrates each child as an individual, while imparting life skills that help children succeed inside and outside of the classroom.



Communication

Our primary form of communication is BAND. BAND is a free app that can be downloaded from the App Store for iPhone and Play Store for Android. We ask all families to join our studio-wide page, To The Pointe, as well as individual pages that apply to each class.

In the infrequent case of urgent information (for example, unexpected class cancellations or Hurricane Closures), we will send an email and BAND post asking for your response. We may also reach out by call/text to the number you provided upon registration. Please make sure all information regarding you and your dancer are up-to-date in your Parent Portal.

To reach us directly, please call or text us at **(407) 440-4411**. A member of our staff will get back to you within 24 hours. You are also welcome to email us at **perfectpointedanceacademy@gmail.com**.

Important Dates

Perfect Pointe Dance Academy is proud to present two amazing performance opportunities per year for our recreational classes. These special dates are listed below, and we recommend marking your calendar now! If you know ahead of time that your dancer will be unable to participate, a "Performance Opt-Out Form" which can be found on BAND in "To The Pointe" or shared directly upon request. Please note that these days and times are subject to change dependent upon venue availability, and notice will be given as soon as possible.

Holiday Showcase – Saturday, December 6, 2025
Spring Recital – Sunday, May 17, 2026

A full studio calendar can be found at the end of this document.

Registration

It is important that parents/guardians fill out all requested registration information, as well as sign and acknowledge all policies in our Parent Portal so we can ensure we have the most up-to-date information for you and your dancer(s).

A registration fee of \$45 is due upon confirmation of registration. This fee is charged per family, not per child, and covers the enrollment process as well as supports essential classroom supplies.

Safety & Privacy

Our dancers' safety is top priority. We have a number of closed circuit cameras as well as viewing windows in our studio space, which can be viewed from our waiting area. Background checks are performed on all staff to ensure a safe learning environment.

During registration, you will have read and signed a media waver that grants us permission to use images and video of your dancer for advertising and promotional purposes. Should you have any concerns or wish to opt-out of this, please email Mrs. Sam directly at perfectpointedanceacademy@gmail.com.

Your enrollment paperwork includes a medical and release of liability form. Please read this prior to the commencement of classes to fully understand the rights and responsibilities of your family and our studio. After registration, you can find this information in your parent portal.

The staff of Perfect Pointe Dance Academy are educated in the negative impact of inappropriate music and costume selection. We are completely committed to age appropriate materials for all dancers in all levels and classes.

Class Information

Attendance Policy

Dancers may be eligible to a make-up class for absences if the following criteria is met:

- Notice must be given to Perfect Pointe Dance Academy staff prior to the start of class. Absences may be communicated via call or text to (407) 440-4411. Notice SHOULD NOT be given through BAND, as there is no guarantee that it will be seen before the start of class.
- Account balance must be \$0.00 and all payments must be up-to-date to be eligible for a make-up class.

If the above requirements are sufficiently met, a member of our staff will assist you with scheduling a make-up class. Make-up classes may be done in classes for similar or younger age groups. Make-up classes are not permitted in the month of December or May due to preparation for recitals.

Refunds or credits will not be granted for absences, even if a dancer is unable to complete a make-up class. On the rare occasion that class is cancelled by Perfect Pointe Dance Academy, a make-up class will be granted. If you are unable to complete a make-up class, a credit will be applied to your account for the cancelled class.

Class Size Minimum & Maximum

To ensure a successful learning experience, each class has a minimum enrollment of 5 dancers. In the unlikely event a class doesn't meet this minimum, your registration fee will be fully refunded, and we'll explore options to place your dancer in a suitable alternative class.

Depending on the age and style of a class, a maximum enrollment is set between 8 and 15 dancers.

Dancer Drop-Off & Pick-Up

If a child is dropped off more than 10 minutes before their class time, or picked up more than 10 minutes after their class time, Perfect Pointe Dance Academy reserves the right to charge for additional childcare. Perfect Pointe Dance Academy is not responsible for children before and after their class time. Children are to be supervised at all times in the lobby by a parent/guardian. Children who are 8 years old or older may be dropped off and left no more than 5 minutes before their class time. Once class has begun, a parent/guardian of children of any age may leave the studio at their discretion.

For your child's safety and privacy, we suggest that parents/guardians of dancers ages 5 years old and younger to please remain at the studio for the duration of their child's class, primarily for the purpose of assisting during a bathroom break.

Lobby Policies

We ask for parents/guardians to please refrain from opening the classroom doors and knocking on observation windows. These actions cause disruptions that can distract any number of the students, having a negative effect on their time in the classroom. Our staff is well-trained in student engagement and redirection. If assistance is needed by a parent/guardian, our staff members will alert you.

Zero-Tolerance Policy

At Perfect Pointe Dance Academy, we have a zero-tolerance policy for bullying. We expect all members of our dance family, both children and adults, to lead with kindness and consideration. Perfect Pointe Dance Academy reserves the right to unenroll and dismiss anyone who acts otherwise, whether inside or outside of the studio.

Our Classes

Tiny Stars	Ages 1.5 – 3	Dancers explore creative movement and ballet basics with scarves, magic wands, and more!
Tiny Tot Combo	3 years old by 09/01/2025	Dancers learn the foundation of Ballet and Tap in this energetic class!
Tot Combo	4 years old by 09/01/2025	Dancers learn Ballet and Tap basics.
Jazz, Bop, & Tumble	4 or 5 years old by 09/01/2025	Dancers learn the basics of Jazz, Hip-Hop, and Tumble.
KinderDance	5 years old by 09/01/2025	Dancers learn Ballet, Tap and Tumble.
Rising Stars	Grades 1–2	Dancers can choose their favorite styles and create their own combinations of Ballet, Hip-Hop, Jazz, Lyrical, Tap, and Tumble.
Shooting Stars	Grades 3–5	Dancers can choose their favorite styles and create their own combinations of Ballet, Hip-Hop, Jazz, Lyrical, Tap, and Tumble.
Starlette	Middle & High School	Dancers can choose their favorite styles and create their own combinations of Ballet, Hip-Hop, Jazz, Lyrical, Tap, and Tumble.

Dress Code

At Perfect Pointe Dance Academy, we believe that a dress code gives students a sense of discipline, limits distractions, maintains dancer safety, and helps dancers get in the “class” mindset.

For your convenience, shoes may be purchased through the studio. Our administrative staff can assist you in getting sized and with placing orders. Please ensure all shoes are clearly labeled with your dancer's name.

FEMALE DRESS CODE

		Leopard	Pink Tights	Tan Tights	Pink Ballet Shoes	Black Tap Shoes	Tan Jazz Shoes	Sneakers	Barefoot	Skirt	T-Shirt	Shorts	Pants/Leggings
PRESCHOOL	Tiny Stars	X	(X)		X					(X)			
	Tiny Tots	X	X		X	X				(X)			
	Tot Combo	X	X		X	X				(X)			
	Jazz, Bop, & Tumble	X		X			X	X	X	(X)		(X)	(X)
	KinderDance	X	X		X	X			X	(X)			

		Leopard	Pink Tights	Tan Tights	Pink Ballet Shoes	Black Tap Shoes	Tan Jazz Shoes	Sneakers	Barefoot	Skirt	T-Shirt	Shorts	Pants/Leggings
GRADES 1-12	Ballet	X	X		X					(X)			
	Hip-Hop	(X)		(X)				X			(X)	(X)	(X)
	Jazz	X		X			X			(X)		(X)	(X)
	Lyrical	X		X			X			(X)		(X)	(X)
	Tap	X	X			X				(X)	(X)	(X)	(X)
	Tumble	X		X					X			(X)	(X)

MALE DRESS CODE

		T-Shirt	Pants/Leggings	Black Ballet Shoes	Black Jazz Shoes	Black Tap Shoes	Sneakers	Barefoot
PRESCHOOL	Tiny Stars	X	X	X				
	Tiny Tots	X	X	X		X		
	Tot Combo	X	X	X		X		
	Jazz, Bop, & Tumble	X	X		X		X	X
	KinderDance	X	X	X		X		X

		T-Shirt	Pants/Leggings	Black Ballet Shoes	Black Jazz Shoes	Black Tap Shoes	Sneakers	Barefoot
GRADES 1-12	Ballet	X	X	X				
	Hip-Hop	X	X				X	
	Jazz	X	X		X			
	Lyrical	X	X		X			
	Tap	X	X			X		
	Tumble	X	X					X

Billing and Fees

Monthly Tuition payments are due on the 1st of each month, with the exception of August (due August 18, 2025). Monthly Payment Plan payments (for recital fees) are due on the 15th of each month, beginning in September.

Tuition fees will remain the same from month to month, and will not be prorated for individual months, as some months may have 3 weeks and some may have 5 weeks.

In order to provide the smoothest experience, we recommend all families enroll in auto-pay, which eliminates the need to log in and manually make payments. Auto-Pay payment form options include major credit cards and ACH transfer. Cash or check payments are also accepted, and must be dropped off directly with a front desk staff member.

Monthly tuition is as follows:

Tuition Fees 2025–2026

<u>Hours Per Week</u>	<u>Tuition Per Month</u>
30 minutes	\$45
45 minutes	\$65
1 hour	\$90
1 hour 15 minutes	\$112
1 hour 30 minutes	\$135
1 hour 45 minutes	\$155
2 hours	\$180

Discounts

A Family Discount automatically applies to families with more than one dancer. The child with the highest tuition is charged full price, and then each additional child's monthly tuition is discounted by 5%.

Penalty Fees:

- If a tuition payment is not received within 5 days of its due date (on or before the 5th of every month with the exception of August, which will be August 22nd), it is considered late, and a \$25 late fee will be added to your account. If your tuition payment is not received within 7 days of its due date (on or before the 7th of every month with the exception of August, which will be August 24th), a \$5 late fee will be added to your account daily until payment is received.
- If a Monthly Payment Plan payment is not received within 5 days of its due date (on or before the 19th of every month), it is considered late, and a \$25 late fee will be added to your account. If your Monthly Payment Plan payment is not received within 7 days of its due date (on or before the 21st of every month), a \$5 late fee will be added to your account daily until payment is received.
- There will be a \$30 fee on all returned payments. Penalty fees will apply to returned payments from the due date to the date replacement payment is made.

Any balance overdue by one month may result in the following actions: Perfect Pointe Dance Academy reserves the right to unenroll your dancer from classes. Once the balance due is paid, including any late fees or penalties that may have incurred, re-enrollment will be granted at the discretion of the staff. Upon re-enrollment, additional fees or stipulations may incur, including, but not limited to: registration fee (\$45), increased tuition cost, and/or required advance payments.

Privacy

The sensitive information we collect from you upon registration is solely for the purpose of providing services and products to you, studio communication, invoicing and billing. We will never sell or distribute any of your information to third parties, except in the event of debt recovery. Any information passed on will be done so with the appropriate privacy and confidentiality protection.

Your information is stored securely in electronic form and only accessible by authorized personnel. Credit Card and Bank Account information are not visible to any members of our staff, and the studio follows and maintains all PCI compliance policies.

CLASSES

Performance Fees

Perfect Pointe Dance Academy holds two recitals per school year. Dance is a performance art, and we encourage all families to participate. Families may opt out of participation in either or both recitals by filling out the "Recital Opt-Out Form", which can be found on BAND in "To The Pointe" or shared directly upon request.

Performance Fees are calculated as follows:

Performance Fees 2025–2026

Holiday Showcase Costume & Participation Fee	\$40
May Recital Costume Fee (see details on page 10)	\$90–\$250
May Recital Participation Fee	\$90

Holiday Showcase Costume & Participation Fee includes a rental of a provided costume from Perfect Pointe Dance Academy's holiday costume collection, as well as participation in the show. Rented costumes must be returned to the studio within a week of the Holiday Showcase.

Additional fees may apply for late return. *May Recital Costume Fee* includes a custom made costume ordered specifically for your dancer, which is yours to keep following the recital. *May Recital Participation Fee* includes not only participation in the show, but also a commemorative t-shirt and medal for your dancer, as well as a digital copy of a video recording of the show.

May Recital Costume Fee

All Preschool Locations – \$90

- 1 class
- 1 routine

Tiny Tots, Tot Combo, Jazz Bop & Tumble, and KinderDance – \$125

- 1 class
- 2 routines

Dancers in Rising Stars, Shooting Stars, and Starlette classes are calculated according to the number of classes they are enrolled in:

- 1 class = 1 routine = \$140
- 2 classes = 2 routines = \$190
- 3 classes = 3 routines = \$240
- 4 classes = 4 routines = \$285

Upon enrollment, you are *automatically enrolled* in the Performance Payment Plan. A request may be made to Pay In Full by utilizing the “Payment Plan Opt-Out Form” which can be found on BAND in “To The Pointe” or shared directly upon request

Payment Plan Breakdowns can be found on the following pages.

Payment Plan Breakdown

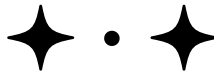
PERFORMANCE PAYMENT PLAN

Preschool Locations

Holiday Showcase Costume & Participation Fee	\$40.00
May Recital Costume Fee	\$90.00
May Recital Participation Fee	\$90.00
Total due:	\$220.00

**Holiday Showcase Costume & Participation Fee will not apply to registrations after November 30, 2025.*

Registration Date	1st Payment Due	Amount Due	# of Payments	Total Amount Due
Before August 31, 2025	September 15th, 2025	\$27.50	8	\$220.00
September 1 - 30, 2025	October 15, 2025	\$31.43	7	\$220.00
October 1 - 31, 2025	November 15, 2025	\$36.67	6	\$220.00
November 1 - 30, 2025	December 15, 2025	\$44.00	5	\$220.00
December 1 - 31, 2025	January 15, 2026	\$45.00	4	\$180.00 *
January 1 - 31, 2026	February 15, 2026	\$60.00	3	\$180.00 *
February 1 - 28, 2026	March 15, 2026	\$90.00	2	\$180.00 *
After March 1, 2026	April 15, 2026	\$180.00	1	\$180.00 *



PERFORMANCE PAYMENT PLAN

Tiny Tots, Tot Combo, Jazz Bop & Tumble, & KinderDance

Holiday Showcase Costume & Participation Fee	\$40.00
May Recital Costume Fee	\$125.00
May Recital Participation Fee	\$90.00
Total due:	\$255.00

**Holiday Showcase Costume & Participation Fee will not apply to registrations after November 30, 2025.*

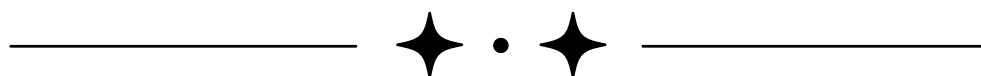
Registration Date	1st Payment Due	Amount Due	# of Payments	Total Amount Due
Before August 31, 2025	September 15th, 2025	\$31.88	8	\$255.00
September 1 - 30, 2025	October 15, 2025	\$36.43	7	\$255.00
October 1 - 31, 2025	November 15, 2025	\$42.50	6	\$255.00
November 1 - 30, 2025	December 15, 2025	\$51.00	5	\$255.00
December 1 - 31, 2025	January 15, 2026	\$53.75	4	\$215.00 *
January 1 - 31, 2026	February 15, 2026	\$71.67	3	\$215.00 *
February 1 - 28, 2026	March 15, 2026	\$107.50	2	\$215.00 *
After March 1, 2026	April 15, 2026	\$215.00	1	\$215.00 *

PERFORMANCE PAYMENT PLAN
Rising Star, Shooting Star, & Starlette (1 Class)

Holiday Showcase Costume & Participation Fee	\$40.00
May Recital Costume Fee	\$140.00
May Recital Participation Fee	\$90.00
Total due:	\$270.00

**Holiday Showcase Costume & Participation Fee will not apply to registrations after November 30, 2025.*

Registration Date	1st Payment Due	Amount Due	# of Payments	Total Amount Due
Before August 31, 2025	September 15th, 2025	\$33.75	8	\$270.00
September 1 - 30, 2025	October 15, 2025	\$38.57	7	\$270.00
October 1 - 31, 2025	November 15, 2025	\$45.00	6	\$270.00
November 1 - 30, 2025	December 15, 2025	\$54.00	5	\$270.00
December 1 - 31, 2025	January 15, 2026	\$57.50	4	\$230.00 *
January 1 - 31, 2026	February 15, 2026	\$76.67	3	\$230.00 *
February 1 - 28, 2026	March 15, 2026	\$115.00	2	\$230.00 *
After March 1, 2026	April 15, 2026	\$230.00	1	\$230.00 *



PERFORMANCE PAYMENT PLAN
Rising Star, Shooting Star, & Starlette (2 Classes)

Holiday Showcase Costume & Participation Fee	\$40.00
May Recital Costume Fee	\$190.00
May Recital Participation Fee	\$90.00
Total due:	\$320.00

**Holiday Showcase Costume & Participation Fee will not apply to registrations after November 30, 2025.*

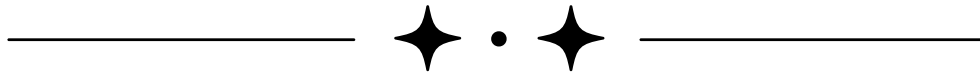
Registration Date	1st Payment Due	Amount Due	# of Payments	Total Amount Due
Before August 31, 2025	September 15th, 2025	\$40.00	8	\$320.00
September 1 - 30, 2025	October 15, 2025	\$45.71	7	\$320.00
October 1 - 31, 2025	November 15, 2025	\$53.33	6	\$320.00
November 1 - 30, 2025	December 15, 2025	\$64.00	5	\$320.00
December 1 - 31, 2025	January 15, 2026	\$70.00	4	\$280.00 *
January 1 - 31, 2026	February 15, 2026	\$93.33	3	\$280.00 *
February 1 - 28, 2026	March 15, 2026	\$140.00	2	\$280.00 *
After March 1, 2026	April 15, 2026	\$280.00	1	\$280.00 *

PERFORMANCE PAYMENT PLAN
Rising Star, Shooting Star, & Starlette (3 Classes)

Holiday Showcase Costume & Participation Fee	\$40.00
May Recital Costume Fee	\$240.00
May Recital Participation Fee	\$90.00
Total due:	\$370.00

**Holiday Showcase Costume & Participation Fee will not apply to registrations after November 30, 2025.*

Registration Date	1st Payment Due	Amount Due	# of Payments	Total Amount Due
Before August 31, 2025	September 15th, 2025	\$46.25	8	\$370.00
September 1 - 30, 2025	October 15, 2025	\$52.86	7	\$370.00
October 1 - 31, 2025	November 15, 2025	\$61.67	6	\$370.00
November 1 - 30, 2025	December 15, 2025	\$74.00	5	\$370.00
December 1 - 31, 2025	January 15, 2026	\$82.50	4	\$330.00 *
January 1 - 31, 2026	February 15, 2026	\$110.00	3	\$330.00 *
February 1 - 28, 2026	March 15, 2026	\$165.00	2	\$330.00 *
After March 1, 2026	April 15, 2026	\$330.00	1	\$330.00 *



PERFORMANCE PAYMENT PLAN
Rising Star, Shooting Star, & Starlette (4 Classes)

Holiday Showcase Costume & Participation Fee	\$40.00
May Recital Costume Fee	\$285.00
May Recital Participation Fee	\$90.00
Total due:	\$415.00

**Holiday Showcase Costume & Participation Fee will not apply to registrations after November 30, 2025.*

Registration Date	1st Payment Due	Amount Due	# of Payments	Total Amount Due
Before August 31, 2025	September 15th, 2025	\$51.88	8	\$415.00
September 1 - 30, 2025	October 15, 2025	\$59.29	7	\$415.00
October 1 - 31, 2025	November 15, 2025	\$69.17	6	\$415.00
November 1 - 30, 2025	December 15, 2025	\$83.00	5	\$415.00
December 1 - 31, 2025	January 15, 2026	\$93.75	4	\$375.00 *
January 1 - 31, 2026	February 15, 2026	\$125.00	3	\$375.00 *
February 1 - 28, 2026	March 15, 2026	\$187.50	2	\$375.00 *
After March 1, 2026	April 15, 2026	\$375.00	1	\$375.00 *

Studio Calendar 2025-2026

AUGUST 2025

First Day of Dance – August 18th

OCTOBER 2025

Halloween Spirit Week – October 24th through October 30th

CLOSED – Halloween, October 31st

NOVEMBER 2025

CLOSED (Fall Break) – November 24th through November 30th

DECEMBER 2025

Holiday Showcase – Saturday, December 6th

Holiday Spirit Week – December 15th through December 20th

CLOSED (Winter Break) – December 22nd through January 4th

JANUARY 2026

Dance Resumes – January 5th

FEBRUARY 2026

Valentine's Spirit Week – February 9th through February 14th

MARCH 2026

CLOSED (Spring Break) – March 16th through March 22nd

Recital Picture Day – March 28th & 29th

MAY 2026

Spring Recital – Sunday, May 17th