

# *It's My Passion Dance Company*



## *Student/Parent Handbook*

Website: <https://www.itsmypassiondanceco.com/>

Email: [IMPDC2023@gmail.com](mailto:IMPDC2023@gmail.com)

Phone: (318) 816-1286

219 Sterlington Rd

Monroe, La 71203

# **Student/Parent Handbook Welcome!**

Thank you for choosing It's My Passion Dance Company for your dance education. We are more committed than ever to instilling a love for the performing arts in each student. We realize you have choices in Monroe, Louisiana, and surrounding areas for dance instruction, and we are pleased you have chosen us.

We strive to provide the best service to all our students and their families and to provide a quality dance education in a positive, nurturing environment. We want to make the time you spend at IMPDC as pleasant as possible; therefore, we have policies in place to accomplish this. In the following pages are guidelines concerning attire, class placement, behavior expectations—just to name a few. We have tried to give you as much information as possible so you will know what is required of both you and your student as we begin a new season together.

Please feel free to ask us questions if there is something you do not understand. Please do not hesitate to contact the director if there is a problem. Nothing can be fixed unless we know there is a problem.

You can contact Ms. Passion at (318) 816-1286 or via e-mail at [IMPDC2023@gmail.com](mailto:IMPDC2023@gmail.com).

Because there are no breaks between classes, please contact her during non-class hours so she may give her full attention to your concern.

## **Our Mission**

It's My Passion Dance Company, is passionately committed to teaching the art of dance to each individual in a structured & inspiring environment!

## **Our Instructors**

Ms. Passion Galbert is the owner and director of It's My Passion Dance Company and teaches many of our classes including all lyrical, pre-ballet, jazz, technique, modern, field/stands, hip hop, and pom!

Returning as teacher at the studio this year is Ashley Holland. "Miss" Ashley instructs our babies (Class A) ages 3-5, and (Class B) ages 6-8, tumble dance/hippity hop, and the Thursday ballet/jazz combo.

Miss Ebony Crawford is our artistic instructor and teaches choreography of each genre. I am fortunate to have a wonderful staff at the studio. They are always ready to help with anything you might need—just ask!

# **Classes Offered**

## **Ballet**

Dancers are taught correct dance form demanding grace, precision and employing formalized steps and gestures set in intricate, flowing patterns to create expression through movement.

## **Jazz**

Dancers are taught the correct dance form that is matched to the rhythms and techniques of jazz music, developed by African Americans in the early part of the 20th century.

## **Hip Hop**

Hip-hop dance is a fusion dance genre that incorporates elements of popping, locking, breaking, jazz, ballet, tap dancing and other styles and is typically performed to hip-hop, R&B, funk, electronic or pop music.

## **Modern**

Horton's dance technique, which is now commonly known as Horton Technique, has no style, per se. The technique emphasizes a whole body, anatomical approach to dance that includes flexibility, strength, coordination and body and spatial awareness to enable unrestricted, dramatic freedom of expression.

## **African**

African dance refers to a form of performing art found among most cultures of Sub-Saharan Africa. Still practiced today, it involves rhythmic body movements combined with music and sometimes theatrical representations. There are as many forms of African dance as there are human groups.

## **Lyrical**

Lyrical dance is a style that combines ballet and jazz dancing techniques. It is performed to music with lyrics so that it inspires expression of strong emotions the choreographer feels from the lyrics of the song.

## **Field Show/ Band Stands/Pom**

The focus of this performance is for traditional field show routines. The routine may resemble something you would see at an HBCU football game half-time. Many styles include majorette, are upbeat and fast paced. Some include multiple genres of dance such as jazz, lyrical, modern, etc.

# **Scheduled Holidays**

The studio will follow the same basic calendar as the Monroe City and Ouachita Parish School System.

Following is a list of the days the studio will be closed according to their schedule:

(\*\*) indicates TBA

- September: Labor Day
- October: Teacher Workdays (coincide with Columbus Day, observed differently each year)
- October: Halloween (if it falls on a weekday, we will not have classes) • November:

Election Day when schools are closed

• November: Thanksgiving Break \*\*\*\*\*Monday and Tuesday of Thanksgiving break, will have class\*\*

• December- (After December Pageant)-January: Christmas Break

• January: Martin Luther King Jr. Holiday

• February: Valentines Day if fall on weekday

• March: Teacher Workdays (reserved for inclement weather make up days, if school is in session, we will have dance as well)

• April: Spring Break\*\*\*TBA

• May: Memorial Day

**\*Tuition is due in full for each month, August through June, regardless of the length of the month.**

## **Inclement Weather Closings**

If Monroe City and Ouachita Parish Schools are closed due to weather conditions, we will do the same for the safety of our dancers. Updates will be provided in the GroupMe app. Please check GroupMe or check our social media postings on Facebook (It's My Passion Dance Co.) if you are unsure about closings.

# **Tuition/Payments**

**\*\*Each student will be contracted with IMPDC July 2024 (registration start date) – June 30, 2025, which means everyone is responsible for tuition from the start date of registration through June 30, 2025. If you would like to drop out of the company, you must email a 30-day notice to the studio, otherwise, you will still be charged for classes. Any unpaid balances owed, or unwritten notice will result in legal action. \*\***

**\*\*Registration is \$30 per child. Sibling discount of 2 or more \$10 off.**

**\*\*Monthly tuition for 2 classes weekly is \$75**

**\*\* Monthly tuition for 1 class weekly is \$65**

**\*\*Sibling discounts are \$10 off total tuition for 2, and \$15 off total tuition for 3 or more. \*\***

For your convenience, you can pay your tuition through the Studio Director on our website, <https://www.itsmypassiondanceco.com/tuition>.

Tuition is due on the first -fifth of each month. There is not a grace period on all accounts. On the 6<sup>th</sup>, a late fee of \$10 will be applied to your account, and \$1 each day until the 15<sup>th</sup>. After the 15<sup>th</sup>, your child may not come back to class until payments are made. **WE ARE NOT RESPONSIBLE FOR WHAT IS MISSED IN CLASS DUE TO THIS MATTER.** IMPDC will enforce these rules on EVERYONE.

Other Form of payments accepted are:

Studio Director

Cash App: \$PassionGalbert86

Paypal: [pgalbert86@yahoo.com](mailto:pgalbert86@yahoo.com) (between friends)

Venmo: Passion Galbert @Passion-Galbert

Cash/Make checks payable to: It's My Passion Dance Company

On the 11th of each month, statements are e-mailed if your account has not been paid. It's My Passion Dance Company has a **NO REFUND POLICY** in place for all Tuition & Sales. All payments are **FINAL**. If you are more than 10 minutes late picking up your child after class, a late fee of \$15 will be applied to your account.

# **Returned Check Fee**

All returned checks are subject to a \$35 returned check fee. The amount of the returned check along with the returned check fee must be paid in cash or with a money order.

## **Costume and Recital Fees** (Dancers only in the pageant, not contestants)

**Costume fees for the upcoming January 2026 pageant is \$400 for Class A (ages 3-5)**

Payments are broken into 3 payments or paid in full by November 30, 2025.

Payment 1 of \$133 due on September 30, 2025

Payment 2 of \$133 due on October 30, 2025

Payment 3 of \$134 due on November 30, 2025

**Costume fees for the upcoming January 2026 pageant is \$450 for Class B, C, and D**

Payments are broken into 3 payments or paid in full by November 30, 2025.

Payment 1 of \$150 due on September 30, 2025

Payment 2 of \$150 due on October 30, 2025

Payment 3 of \$150 due on November 30, 2025

**\*\*We order costumes on December 5, 2025, To ensure all costumes are ordered for your child, all costume fees must be paid by the deadline. \*\* There are no sibling discounts on recital/costume fees.**

## **IMPDC SCHOLARSHIP PAGEANT** (January 2026) IMPDC

Scholarship pageant allows dance students within the company to compete for the title as "Miss It's My Passion Dance Company". Each contestant compete in several categories in front of judges to gain the highest score. The contestant with the highest score will win the title as Miss IMPDC and earn a year free of dance lessons with IMPDC.

Potential Candidates will be given packets with more information.

## **BLACK HISTORY PARADE**

The Black History Parade usually falls on the last Saturday in the month of February 2026. Participation and costume fees will be notified in a timely manner. More information is about TBA.

## **End of the Season Show (Dance Recital)**

Beginning in January, all students enrolled in class at the studio will begin working on dances for the end of the season show—the dance recital. This is a very exciting time as students will learn discipline by being responsible for remembering their dances and have the opportunity to perform on stage in front of an audience. Attendance is very important during this time. The students work very hard each season to present their final show. We ask that parents be as supportive as possible during this process. In addition to the recital itself, there will also be a dress rehearsal the evening before the show. We try very hard to start on time and end on time—we can only do this with your complete cooperation. Our dance recital will be held **Saturday, June 2025** at the Jack Howard Theatre, Monroe Civic Center. Memos will be given out prior to extra rehearsal time.

## **Costume and Recital Fees 8<sup>th</sup> Annual Summer Recital**

**Costume fees for June 2026, is \$400 for Class A (ages 3-5)**

Payments are broken into 3 payments or paid in full by April 30, 2026.

Payment 1 of \$133 due on February 29, 2026

Payment 2 of \$133 due on March 29, 2026

Payment 3 of \$134 due on April 30, 2026

**Costume fees for June 2026, is \$450 for Class B, C, and D**

Payments are broken into 3 payments or paid in full by April 30, 2026.

Payment 1 of \$150 due on February 29, 2026

Payment 2 of \$150 due on March 29, 2026

Payment 3 of \$150 due on April 30, 2026

## **Class Placement**

We do our best to place students in the most appropriate class based on age and ability level. Sometimes after beginning class, it may be necessary to move a student to a different class to better meet his or her needs. We want your child to benefit from the dance education you are paying for, therefore we need to make sure they are in a class that allows them to excel.

## **Class Transfer/Withdrawal**

If for some reason at any time during the dance season it is necessary for your dancer to be transferred to another class or withdrawn from class, please let us know as soon as possible. In the case of a withdrawal, you will be responsible for all charges incurred on your account until we are notified. Please note that all fees are non-refundable.

## **Class Etiquette**

Dance class is like any other structured learning environment. We expect all students to behave with a level of self-control and respect that is appropriate for their age. Students are expected to arrive on time, be properly attired and ready to learn. Students will be verbally corrected when necessary and will only be asked to leave class if they use vulgar language, refuse to cooperate with the teacher, or become physically or verbally abusive to the teacher or other students. Also, only students enrolled and paying for a class can participate in a class. Please do not let siblings, friends, etc. go in the dance room unless it is their scheduled class. No one has permission to run the music or assist in a class unless Ms. Passion has hired them to do so. Extra people in the dance classroom are distracting and takes class time and teacher attention away from those students who are paying for the class.

## **Studio Rules**

Please no food, drink, gum, or candy inside the dance area. No street shoes of any kind are allowed on the dance floors to keep it clean and safe for our dancers. All dancers regardless of age must wait inside the studio for their ride home. This policy applies to all dancers. This is for everyone's safety. Profanity and vulgarity are not tolerated on studio property. This includes the dance area and parking lots. Please be advised that the back waiting room is just that-a waiting room. It is not a snack room or playground. This is a shared space for all dancers, please be respectful of your property and others.' We love our dancers and their families and want to keep everyone safe.

## **Class Observation Policy**

We want you to be involved in your child's dance education as much as possible, and we want you to feel you are getting good value for your money. To accomplish this, we have a closed



door policy for all classes. During the season, we will hold an “observation week.” During this week, parents can come into the class to observe your dancer. During this observation time, you are more than welcome to take pictures and video as long as it does not disturb class.

## **Class Dress Code**

Ballet and lyrical Classes: Please wear your class color leotard, ballet skirts, tan tights, and pink ballet shoes. Dancers must wear hair in a bun, hair pulled out of the face.

Jazz, hip hop, pom, field Classes: Please wear your class-colored leotard, black shorts, tan tights, and black jazz shoes. Any long hair must be pulled back and away from the face.

As always, if you have any concerns or questions about any of these policies, please feel free to contact Ms. Passion. The best way to get in touch is via e-mail at [IMPDC2023@gmail.com](mailto:IMPDC2023@gmail.com) or GroupMe. Please bring any concerns you might have regarding class placement, studio policies and procedures to our attention.

If your child is not dressed properly for class, they may sit and watch, but not participate. NO EXCUSES. PLEASE PLAN AHEAD!

## **Class Uniform (Mandatory)**

Each class will have a different color leotard.

Leotards are \$55 which includes the leotard and monogramming

Black Wrap Skirt \$20

Tan Tights are \$12

Black Jazz and pink ballet shoes can be found at Academy in West Monroe, or any local dance stores

All Black jazz shorts can be found at Academy, Walmart, Target or any local dance stores.

IMPDC Jackets are \$75 which includes the jackets and the monogramming. This is not mandatory.

**This year all dancers must have black and white high-top Vans for parades and hip hop. You may order at your own discretion. They must have by December 2024. This is Mandatory.**