

SCHOOL HANDBOOK



**General School Information,
Policies & Dress Code.**



Fortitude for Dance.
For the love of dance.

Season:



OUR MISSION

A positive place where students ages 2-adult are inspired to express, grow and build wonderful relationships through the love of dance. Led by educated professionals, who love what they do!



HOURS OF OPERATION

Studio Hours:

Monday-Friday 4:00pm-8:00pm
Saturday 9:00am-1:00pm

Studio Office Hours:

Monday-Friday 3:45pm-7:45pm
Saturday 10:00am-12:00pm

Email & Phone Hours:

Mon, Tues, Thurs, Fri.
9:00am-8:00pm

*Please be respectful of our hours of operation so we can provide quality service. Phone calls, texts & emails sent during non operation hours will not be answered until the next business day listed.

CONTACT INFORMATION

Jacqueline Laferriere
Owner/Director

(603) 512-2173

Fortitundefordance.com

Fortitundefordance@gmail.com

84 South Commercial St. Manchester, NH 03101





STUDIO POLICIES

TUITION FEES

Tuition is due by the first of every month. Once 7 days late, you will be charged a \$10 late fee. If the 1st of the month falls on a holiday, tuition will be due the following day.

REFUNDS & RETURNS

Tuition and Registration are non refundable. If you have an issue with classes or a problem arises, please contact our director by email. There will be a \$25 charge for returned checks.

COSTUME FEES

If fees for costumes are not paid by the deadline, a costume will not be ordered for your child. For late payments, you will be charged extra for separate shipping and handling as well as a \$10 inconvenience fee. See our payment schedule for details.

ATTENDANCE

Attendance is important to your child's dance education! However, everyone gets sick. Please let our director know by email if your child is going to miss class. This helps me plan a better class.

HOLIDAYS

Monthly tuition is not prorated when there are holidays in the month. Please follow our school calendar and monthly newsletters for vacations and holidays.

MISSED & MAKE UPS

If we are notified about a missed class in advance, we are more than happy to help find a make up class either before the missed absence or after. Please speak to our director about all make up classes before attending.

PARKING

Parking for the school is located in the front and back parking lots of the school. If there is an event going on in the city please park in the back parking lot only.

SCHOOL CLOSINGS

If Manchester School District is closed then we are closed for AM classes. For PM or Saturday classes and all other Studio Closings please check your email and/or our Facebook Page. An announcement will typically be made by 1pm for evening classes.

UNATTENDED CHILDREN

The studio is open 15 minutes prior to our first class in the morning or the evening and 15 minutes after our last class. Children may NOT be left at the studio unattended unless they are in class. Our staff is at the studio to teach class and assist parents and we can not be responsible for unattended children.

Any unattended children left at the studio for longer than 15 minutes will be asked to sit and wait for a parent to be called. There will be a babysitting fee of \$50 per hour when children are left unattended at the studio while they are not in class.

OBSERVATION

We do not allow parents in the room while class is in progress. We have 2 viewing windows for Studio A and a closed circuit monitor for Studio B. Please be respectful while your child is in our classroom learning. Do not wave or call their name. If you need them to be removed from class early, please see the desk staff. If a child has an anxiety issue, we may make exceptions to these rules.

LOBBY

We believe that communication is key! We have filled our lobby and common areas with helpful information to better our dancers and their families.

We are happy to have toys, puzzles and games in our lobby for siblings and friends who are waiting! We do ask that parents still monitor their kids. We ask that everyone leaves our lobby as clean as they found it. It is our dance home and we like to keep it clean and welcoming for everyone. We also ask you to keep the noise levels in the lobbies to a minimum.

We are proud of our new space; please be respectful of it. Do not leave coffee cups, trash or unwanted items laying around. Please watch any children you bring with you and help them be respectful too!

OFFICE SPACE

Please be respectful of our office/desk space. It is for staff ONLY. Please do not touch things found on or around the desk & unless told please do not sit there.



DRESS CODE

We take our dress code very seriously here at Fortitude for Dance as it creates a better learning environment, consistency and teaches responsibility. Please work with your dancer to abide by the dress code so their education isn't interrupted.

HAIR

It is very important that all female dancers have their hair NEATLY pulled back into a **Ballet Bun** (unless it is Hip Hop and then they may have a pony tail). Hair may not be thrown up before class. It must be NEATLY & SECURELY put up into a bun. *The goal is to have the hair off the neckline so it can not move around. Otherwise it creates unwanted class interruptions and distractions. Bun tutorials can be found on our Facebook page. **MALE dancers** must have their hair out of their eyes and off their face.

TIGHTS

ALL of our female dancers MUST wear tights! Wearing tights allows dancers to move and stretch without having to be concerned about their uncovered areas and gives a cleaner professional look. **MALE dancers:** 2nd year Ballet dancers must wear tights. Male tights are much different than female tights, if you are concerned please speak to our director. Male dancers in other classes see Male Dancers list.

LEOTARD

ALL of our female dancers MUST wear a leotard. Leotards are to be a solid color. Light embellishments such as rhinestones and bows are allowed. Any color leotard for classes is permitted. However, every level 1 and up dancer needs a nude leotard under their costumes for our shows.

WATER BOTTLE

ALL of our DANCERS must have a water bottle with them for class. Hydration is key for their health and for their muscle structure. Only water is allowed in our classrooms.

BELONGINGS

Please label all of their belongings with a sharpie. If your dancer does loose something please check Lost and Found before coming to us. We also encourage you to check it periodically as your dancer may have more in there than you realize. Lost & Found is cleaned out several times a year.

Our dress code requirements can also be found on our website under

Tuition & Studio Policies.



DETAILED DRESS CODE

FEMALE DANCERS

• **MOMMY & ME**

Hair: Pulled back
Clothing: Free moving clothing (no jeans)
Shoes: Ballet shoes or Bare feet
Suggested Items: Water Bottle

• **FOUNDATIONS**

Hair: Bun
Tights: Pink
Leotard: Any
Bottoms: Any
Shoes: Studio Required Ballet & Tap Shoes
Suggested Items: Water Bottle

• **TINY TUMBLERS**

Hair: Bun
Tights: Footless
Leotard: Any
Bottoms: Any
Shoes: Bare feet
Suggested Items: Water Bottle

• **HIPPITY HOP**

Hair: Pulled back
Clothing: Free moving clothing (no jeans)
Shoes: Studio required shoes
Suggested Items: Water Bottle

• **BALLET**

Hair: Bun
Tights: Pink
Leotard: Solid colored
Bottoms: None Level 1+
Shoes: Studio Required Ballet Shoes
Required Items: Water Bottle & Ballet Book

• **JAZZ**

Hair: Bun
Tights: Pink, Black or Tan
Leotard: Solid colored
Bottoms: Solid Colored
Shoes: Studio Required Dance Paws or Jazz shoes
Required Items: Water Bottle

• **TAP**

Hair: Bun
Tights: Pink, Black or Tan
Leotard: Solid colored
Bottoms: Solid colored
Shoes: Studio Required Tap Shoes
Required Items: Water Bottle

FEMALE DANCERS CONT.

• **ACRO**

Hair: Bun
Tights: Pink, Black or Tan
*bare foot accessible.
Leotard: Solid colored
Bottoms: Solid Colored
Shoes: Bare feet
Required Items: Water Bottle

• **CONTEMPORARY**

Hair: Bun
Tights: Pink, Black or Tan
Leotard: Solid colored
Bottoms: Solid Colored
Shoes: Studio Required Dance Paws
Required Items: Water Bottle

• **HIP HOP**

Hair: Pulled back
Clothing: Athletic Clothing
* NO JEANS
Shoes: Studio Required Hip Hop Shoes
Required Items: Water Bottle

MALE DANCERS

• **BALLET**

Hair: Combed out of eyes
Top: Plain white or black shirt
Bottom: Male tights
1st yr or 6yrs & under: black fitted athletic shorts
Shoes: Black Ballet Shoes
Required Items: Water Bottle

• **JAZZ**

Hair: Combed out of eyes
Clothing: Plain white or black shirt
Black fitted athletic shorts
* NO JEANS
Shoes: Studio Required Jazz Shoe
Required Items: Water Bottle

• **HIP HOP/ BOYS**

Hair: Combed out of eyes
Clothing: Athletic Clothing
* NO JEANS
Shoes: Studio Required Hip Hop Shoes
Required Items: Water Bottle

• **TAP**

Hair: Combed out of eyes
Clothing: Athletic Clothing
* NO JEANS
Shoes: Studio Required Tap Shoes
Required Items: Water Bottle

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