



Academy

Youth Dance Company

HANDBOOK

2026-2027

Handbook Includes

- Welcome
- Students Daily Guide
- Communication
- Attendance Policy
- Performances
- Dress Code
- Sports Medicine
- Academy Calendar
- Tuition & Fees

Welcome

We are honored to be a part of your child's and/or your growth in the performing arts. This handbook will have all the information you need as you get ready to begin training here at the Academy. We are here to help in any way we can so please contact us via email or phone with any questions you may have.

At the ACT I Academy we believe in offering excellent training in the arts within a safe, creative, and nurturing environment. Our goal is to develop young artists by helping them to achieve their goals whether that be to pursue the performing arts as a career or simply utilizing the arts as a creative outlet for their personal and physical growth.

Students Daily Guide

Before Class:

- Arrive 5-10 min before class time already dressed in proper attire and hair up. If a student is running late or going to be absent, **please call or email the front desk** so the teacher will be notified. Do not text, call or instant message the instructor.
- If a student is more than 15 min late to a dance class, they will be asked to watch the remainder of class for safety reasons due to missing warm up
- If a student is injured and unable to participate in class, they are still required to attend to watch and take notes in order to avoid getting behind.
- See front desk to have attendance taken
- Please use the restroom prior to class
- Only one bag per student is allowed for personal items
- Water is the only drink allowed in the dance rooms, anything other than water will have to be left out in the lobby. If using a drink enhancer in water, please use only clear colored ones as to not risk staining the dance floor if there is a spill.
- **Cellular devices must be turned off before entering the classroom.**

- **Smart watches are not allowed to be worn during class in order to minimize distractions.**

During Class:

- Once the student has made it into the classroom, parents will not be allowed in the classroom with the student. Parents are allowed to stay in the lobby but they are not required to stay on the premises. You will be called if there is any kind of concern.
- Students are expected to treat their dance class with respect and willingness to learn.
- If a student must be dismissed from class early, please inform the front desk ahead of time and they will be sure to release the student at the correct time.

After Class:

- The teacher will dismiss the class in the lobby. We ask that if you are waiting in the parking lot that you pull up or come get your child from the lobby to avoid any child walking out into the parking lot.
- If a student has a break between classes, they are welcome to wait in the lobby and have a snack.
- If your child is not picked up upon closing hours of the studio and a staff member has to wait longer than 10 min past closing time with your child, a fee of \$30 will be added to your account.

Communication

Here at the Academy, communication is very important to us. We encourage you to contact us with any questions or concerns. We ask that all communication go through our academy email, phone number, and or parent portal and we guarantee a timely response. Please respect each of our staff's personal time and we ask that you refrain from discussing Academy related questions on social media or personal communication platforms. Any Academy related questions or concerns will be redirected to our academy email or phone.

Email: actiacademy.contact@gmail.com

Office: 470-227-1040

Parent Portal: click on the taskbar at the top right of the parent portal page and click on contact us icon.

Attendance Policy

Attendance is vital for growth in our program. Every class that is missed is new information, steps, choreography, etc. that the student is missing. If a student is going to be absent, please call the office or email a note to the Academy ahead of time. Excessive unexcused absences can lead to the dancer being pulled from sections of their class dance for performance. Excused absences include illness, graded school events, and family emergencies. Personal days, birthday parties, vacation (that does not coincide with our scheduled vacations) are considered unexcused absences. The student will not be refunded for the class they miss. They can make up their class by attending another class of the same genre and same (or close to the same) level. If you have questions as to what would be an appropriate make up class option for your dancer please let us know and we'll be happy to provide that information to you.

Please follow your school and CDC guidelines for COVID and other severe illness related exposure and symptoms. If your child is sick, has had a positive result from an illness related test, has not gone 24 hours fever free, or is having trouble doing exercise related activities without coughing intensely, please keep them home. If someone within the home tests positive for COVID, flu or strep, please keep your child home until they have tested negative or have recovered fully and have shown 0 symptoms. If your child has been exposed at any point, they are allowed to attend class but please monitor their symptoms.

Performances

All students training at the Academy will have ample performance opportunities that they will be expected to participate in. Performing is a vital aspect to a student's training within the arts. If a student is unable to participate in a performance, the instructor must be notified right away to give time to adjust accordingly. All performance dates are listed in the calendar within this handbook. Please look over all dates and put them in your personal calendar now. Some performances are over multiple dates within a singular weekend. Students must be available for all performance dates in order to participate in a production. Our staff needs to be notified ASAP of any scheduling conflicts to help with planning out rehearsals and choreography.

For our students within our **Youth Company Dance Program**, please note that there will be rehearsals on Fridays and some Saturdays. You will receive these dates in advance. In addition to our Winter and Spring productions, company dancers will also have the opportunity to perform at festivals, churches, and other events within our community.

Students in Youth Company will be given a contract to sign upon receiving their casting. The contract sets clear expectations for work ethic, attitude and rehearsal attendance. Dancers are asked to miss no more than 2 rehearsals throughout the rehearsal process. We ask that you send any dates they know they will be absent for to the academy email as soon as they have them so that our staff can schedule rehearsals accordingly. If a dancer misses a rehearsal, they will be expected to learn the missed choreography from the rehearsal video or by meeting with a fellow cast mate to learn what they missed. If a dancer misses more than two rehearsals or two consecutive rehearsals, this could potentially lead to the dancer not being included in a section or in the dance that was taught while they were absent. This is not out of punishment to the student, but for the fact that we don't always have time to go back and re-teach choreography as we are striving to produce a pre-professional quality production in a specific amount of time.

All students must be aware that the week leading up to a show is called **Tech Week**. Within a tech week, each dance will be rehearsed on the stage and the full show will be rehearsed several times. For tech week, students may have to be present more hours than their normal class schedule. Every dancer will be expected to be present at their designated rehearsal times.

Dress Code

***As a general note, for those with darker skin tones, please feel free to wear tights and ballet shoes that match your skin tone! It is not required but we always want everyone to feel comfortable and confident.**

Youth Dance Company All Levels

(If taking an elective that lists a color other than black, you do not have to have two different colored leo's and can wear your company color to your elective class.)

Class Type	Leotard Color	Tights	Shoes	Hair	Performance Garment
Ballet	Black (can wear any color for Friday rehearsals)	Pink or brown tights (black for boys)	Pink or brown ballet shoes (black for boys)	Ballet bun	Nude leotard
Contemporary	Black (can wear any color for Friday rehearsals)	Leggings, Tights, Exercise pants or shorts	Barefeet	Pulled back in ponytail, braids, bun, etc	Tan footless tights + nude leotard + Black spandex shorts

Junior Division

Ages 7-12

Class Type	Leotard Color	Tights/ Bottoms for class	Shoes	Hair	Performance Garment
Ballet	Blue (royal or navy)	Pink or brown tights (black for boys)	Pink or brown ballet shoes (black for boys)	Ballet bun	Nude Leotard
Tap	Blue (royal or navy)	Leggings, Tights, Exercise pants or shorts	Black tap shoes	Pulled back in ponytail, braids, bun, etc	Tan footed tights + nude leotard
Hip Hop	Blue (royal or navy)	Leggings, Exercise pants or shorts	Dark-colored sneakers	Pulled back in ponytail, braids, bun, etc	Black ankle length leggings
Lyrical/ Contemporary	Blue (royal or navy)	Leggings, Tights, Exercise pants or shorts	Barefeet	Pulled back in ponytail, braids, bun, etc	Tan footless tights + nude leotard
Jazz/Acro	Blue (royal or navy)	Leggings Tights, or Exercise shorts	Tan jazz shoes	Pulled back in ponytail, braids, bun, etc	Nude leotard + tan tights + black biker shorts
Karina's	Black leotard is optional	Leggings, exercise pants or shorts	Comfortable sneakers	Pulled back away from face	Specific items needed for performance will be given at a later time.
Acting & Music	No leotard needed, but black is always	Wear clothes you feel comfortable moving around in.			Specific items needed for performances will be given at a later time.

All-Star Division

Ages 12-18

Class Type	Leotard Color	Tights	Shoes	Hair	Performance Garment
Ballet	Black	Pink or brown tights (black for boys)	Pink or brown ballet shoes (black for boys)	Ballet bun	Nude leotard
Tap	Black	Leggings, Tights, Exercise pants or shorts	Black tap shoes	Pulled back in ponytail, braids, bun, etc	Tan footed tights + nude leotard
Hip Hop	Black	Leggings, Exercise pants or shorts	Dark-colored sneakers	Pulled back in ponytail, braids, bun, etc	Black ankle length leggings
Lyrical/ Contemporary	Black	Leggings, Tights, Exercise pants or shorts	Barefeet	Pulled back in ponytail, braids, bun, etc	Tan footless tights + nude leotard
Jazz/Acro	Black	Leggings, Tights or Exercise shorts	Tan jazz shoes	Pulled back in ponytail, braids, bun, etc	Nude leotard + tan tights + black biker shorts
Karina's	Black leotard is optional	Leggings, exercise pants or shorts	Comfortable sneakers	Pulled back away from face	Specific items needed for performance will be given at a later time.
Acting & Music	No leotard needed	Wear clothes you feel comfortable moving around in.			Specific items needed for performances will be given at a later time.

Sports Medicine

We are happy to inform you that Austin Weinzetl is our on staff certified and licensed Athletic Trainer (ATC, LAT) with additional CPR/AED certification for children and adults. ATCs are healthcare professionals who, under the direction of a physician, work to provide services such as injury prevention, emergency care, clinical diagnosis, therapeutic intervention, rehabilitation of injuries and medical conditions for all types of active populations. If you have any questions or concerns related to injuries or injury prevention, please fill out the attached form to schedule a time to meet with Mr. Austin. [Click Here](#) He will also be working with our ballet instructors to conduct a pointe readiness evaluation to make sure our dancers are ready to safely go en pointe.

Academy Calendar

- **Aug 3, 2026** - Start Day Fall Semester
- **Aug 7, 2026**- Start of Friday rehearsals for Roselawn & Ballet and Tea
- **Aug 14, 2026**- The Promise Auditions and Roselawn rehearsal
- **Sept 7, 2026** - Labor day (Studio Closed) Make up class options will be provided
- **Sept 19, 2026**- Roselawn Festival Performance
 - Arrive at 3:00pm
 - Performance time slot 3:30-4:30pm
- **Sept 26, 2026**- Arts in the Park performance at Hamilton Crossing Park
 - Arrive at 9:30am
 - Performance time slot is 10:00-10:30am
- **Sept 26, 2026**- Ballet and Tea event/ performance 4:00pm performance
 - Dancers participating in this performance are those who attended our ballet intensive and learned classical variations.

- **Oct 9, 2026**- Please plan to still attend rehearsal on this Friday as we won't have rehearsal the following week due to Fall Break.
- **Oct 12-16, 2026**- Fall Break (Studio Closed) If your fall break falls on a different week and you will be going out of town, please notify us and we will provide you with make up class options.
 - We are following the city schools calendar for fall break and the county schools for winter break.
- **October 26-30, 2026**- Fun Dress up Week
 - Bring your favorite kind of candy to share with friends :D
- **Nov 7, 2026**- Youth Company Movie Party 6:00pm 'Journey to Bethlehem'
- **Nov 16-20, 2026**- Bring your favorite stuffed animal or doll to class week
- **Nov 20, 2026**- Please plan to still attend rehearsal on this Friday as we won't have rehearsal the following week due to Thanksgiving break
- **Nov 23-27, 2026**- Thanksgiving (Studio Closed)
- **Nov. 30- Dec. 3, 2026**- **Dress rehearsal week for Holiday Showcase**
featuring the following classes:
 - All Primary level classes
 - All Junior level dance, music and acting classes
 - All Star Hip hop, Ballet & All star acting
 - (All star jazz/acro and adv tap are in 'The Promise')
 - Private voice lesson students
- **December 4-6, 2026**- Performance days for Holiday Showcase
 - Your assigned performance time slot will be provided to you in October.
 - There are multiple performance time slots throughout the weekend. We assign each class to a specific performance time slot. There is a chance that

your performer will have more than one performance time slot based on how many classes they take and the role they play in the show.

- **Dec. 7-10, 2026-** Tech week for Youth Company Show ‘The Promise’
- **December 11-13, 2026-** Show weekend for ‘The Promise’
- **December 18-19, 2026-** We are reserving this weekend for if we need to add additional performances of ‘The Promise’ based on ticket sales.
- **Dec 15, 2026-** Youth Company Cast Party! 6:00-8:00pm
- **Dec 21- Jan 5, 2025- Christmas Break (studio closed)**
- **Jan 6, 2027 -** Classes Resume (this is a Wednesday to coincide with the Bartow County & Cartersville City school calendar)
- **Jan 15, 2027-** Through Heaven’s Eyes Auditions
- **Jan 18, 2027 -** MLK day (Studio Closed) Make up class options will be provided
- **Jan 22, 2027-** Start of Friday rehearsals for Through Heaven’s Eyes
- **Jan. 30, 2027-** Youth Company Movie Party 6:00pm Viewing ACT I’s production of ‘Through Heaven’s Eyes’
- **Feb 6, 2027-** Tentative Audition date for musical theatre review showcase ages 7-18. 10am-1pm. All Academy students are eligible to audition. Rehearsals will take place on Saturdays between the hours of 10am and 2pm.
- **Feb 8-12, 2027-** Parent Participation Week
- **Feb 12, 2027-** Plan to still be in attendance of rehearsal on this day since we will be off the following week for winter break.
- **Feb 15-19, 2027-** Winter Break (Studio closed)
 - This is coinciding with the Bartow county school calendar
- **Feb 27, 2027-** Youth Formal Night 6:00-9:00pm *Parisian Theme*
 - Geared towards ages 8-18

- **Mar 20, 2027**- Disney Family Movie Night Event
- **Mar 29- Apr 2, 2027** - Pajama Week
- **Apr 5-9, 2027** - Spring Break (Studio Closed)
- **April 24, 2027**- **Tentative** Musical Theatre Showcase Performance date
- **May 1- 2, 2027**- May Market festival at Roselawn (Assigned performance day and time TBD)
- **May 3-6, 2027**- Tech week for ‘Through Heaven’s Eyes’ performance which includes all Youth Company Dancers
- **May 7-8 , 2027**- Performance dates for “Through Heaven’s Eyes” production - More show details to come
 - We have a youth company full length version of the show as well as a condensed junior version of the show. Both versions of the show will be done on the same weekend. The classes/divisions included in the junior version of the show are:
 Primary Division classes
 Junior Division classes
- **May 10-14, 2027**- Final week of classes
- **May 11, 2027**- Final in class showcase for acting classes
- **May 14, 2027**- Spring music department showcase 6:30pm
- **June - July 2027** - Summer Camps/Intensives: check website and social media to stay up to date on more details

Tuition & Fees

Dance Class/Lesson Tuition:

1hr 45min. class: \$105 / month
90 min. class: \$95 / month
75 min. class: \$85 / month
60 min. class: \$75 / month
45 min. class: \$65 / month
30 min. class: \$55 / month

Youth Dance Company Fees:

Level 1-\$185/ month
Level 2- \$195/ month
Level 3-
Ballet or Contemporary Emphasis-\$195/ month
or
Dual Emphasis-\$270/month
Level 4+ -
Contemporary Emphasis- \$195/ month
Ballet Emphasis-\$195/ month
Dual Emphasis- \$270/month

**Class tuition is based on a yearly rate split up into 10 month installments, August-May, and not on the number of classes in each month as this will vary from month to month.*

Classes are weekly but tuition is figured monthly processed on the 1st of each month. You will be notified as to if a payment does not go through for any reason. The balance on your account must be taken care of in order for the student to continue with their lessons.

Private Dance & Voice Lesson Tuition:

30 min. class: \$30 per lesson \$120 monthly
45 min. class: \$45 per lesson \$180 monthly
60 min. class: \$60 per lesson \$240 monthly

Private Voice & Dance Lesson Tuition will be processed on the last Friday of each month. This ensures that students are only charged for the lessons they attended during that month. Tuition must be paid before the next lesson in order for a student to continue.

Discount Rate:

Private lessons not included

1st class: 0%
2nd class: 0%
3rd class: 15%
4th class: 25%
5th class: 30%

Family Discount Rate Roll-Over:

Example: Scottie takes three classes and his sister Astrid takes two classes. A 30% discount will be added to the monthly payment for all five classes.

Tuition Cap:

Private lessons not included

\$270 for individuals

\$500 for 2 dancers

\$700 for 3 dancers

Fees:

Annual Registration Fee: \$25

Due upon registration

Performance fee is included in tuition pricing

Costume Fee:

Built into tuition and performance prices

Show Video Recording Link:

Built into performance fee