



2025-2026

Policy Book

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jamesdancepac.com

**Please visit our website or call for hours of operation*



James Dance & Performing Arts Center

Celebrating 64 Years of Excellence!



For over 60 years, James Dance & PAC has stayed true to our founder's

philosophy:

"Quality education for every student who comes through our door."

On behalf of our staff and faculty, I want to welcome you to the James Dance and Performing Arts Center (JDPAC). With a strong belief in age-appropriate instruction and choreography, our studio focuses on technique, performance, community, and character to encourage our students to "Believe, Achieve, and Succeed." From a toddler's first recital to a student's first Tony Award, we are by their side every step of the way. By placing a priority on the meaning, process, and purpose of the Arts, our students gain personal growth, experience, and empowerment and inspire others through the performing arts.

~Linda James, Artistic Director



James Dance and Performing Arts Center

330-856-1711

"We Invite You to Discover the James Philosophy"

A strong commitment to artistic integrity is taught in a positive and nurturing atmosphere! Join us and the entire staff in our celebration of the *James Dance & Performing Arts Center's* 64th season of dance, acting, and vocal education excellence.

Welcome to the JDPAC World! Our *Mission Statement*: To guide, educate, and inspire students who enter our doors to the highest standards of dance, acting, and vocal education. We teach more than dance steps! Our goal is to train not only brilliant dancers, singers, and actors but also to encourage **Leadership, Humanity, Respect, Loyalty, and Tolerance.**

Our dedicated staff and professional faculty are unsurpassed. All instructors are fully qualified educators and professionally experienced dancers, singers, and actors.

Our beautiful facility is 'state-of-the-art'! All dance studios are air-conditioned and have raised hardwood floors – a must for the serious dancer! We also have an observation area for parents to observe each child's progress. The JDPAC student lounge provides a space for dancers to eat, study, or simply relax between classes.

James Dance & Performing Arts Center is home to the nationally ranked *James Performance Team*, ages 5-18. These dancers, singers, and actors perform, attend competitions, and are exposed to educational workshops. Our *Performance Team* is an internationally renowned performing company, having received numerous awards, including 'Best Studio', 'Best Choreography', and multiple overall awards in Jazz, Tap, Lyrical, and Musical Theatre. Our *Performance Team* has performed on national TV and in Australia, Italy, Mexico, Jamaica, the Hawaiian Islands, and aboard the Costa Classica Cruise Line and the SS Independence, as well as for the Cleveland Crunch and The Scrappers, Kenny Rogers, and ESPN TV.

If you want to dance or perform for fun, dance or perform for development and fitness, or dance or perform for professional work, LOOK NO FURTHER! Whatever your goals, we can help you achieve them! Dance your way to a happy body and a healthy life!

Sincerely ~ Carol James and Linda James, Owners/Artistic Directors

Website ~ www.jamesdancepac.com



~ James Dance & Performing Arts Center

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JDPAC 2025-2026 Studio Dates

*JDPAC reserves the right to change these dates as needed

Sept 4, 2025,	Classes Begin
Sept 22-27, 2025	JDPAC Spirit Week
Oct 1, 2025	Recital Costume Fees Due
Oct 25-31, 2025	Spirit Week: Wear your favorite costume to class
Nov 25-29, 2025	Thanksgiving Break (no classes)
Dec 16, 2025	Rehearsal Jingle Mingle
Dec 18, 2025	Jingle Mingle Holiday Showcase
Dec 19, 2025-Jan 2, 2026	Studio Closed: Holiday Break
Jan 12, 2026	Recital Costume Balances Due
March 1, 2026	Registration opens for Summer Camps/Classes
March TBA, 2026	Picture Week
April 3-8, 2026	Studio Closed: Spring Break
May 11, 2026	Pre-Registration opens for Fall 2026

Attendance is mandatory for the following dates:

May 16-22, 2026	In-Class Dress Rehearsals
May 23, 2026	In-Studio Tech Rehearsals
May 24-25, 2026	Studio Closed: Memorial Day
May 27, 2026	Dress Rehearsal at Packard Music Hall
May 31, 2026	Recital at Packard Music Hall

Advanced and Summer Programs:

Competition Team:

JDPAC has been a leader in local dance education since 1962. Our strong commitment to providing our students with a professional-quality program that emphasizes technique, artistic expression, teamwork, and determination has been the backbone of our success. Here at JDPAC, we have competitive dancers ranging from 5 to 18 years old. They grow in our program with the expectations of excellence, sportsmanship, and teamwork. If you are interested in learning more about our teams, please don't hesitate to contact us or visit the studio office.

Summer Technique Classes:

Summer technique classes are available for children aged five and older. These classes focus on expanding dancers' skills in ballet, tap, jazz, hip-hop, and acrobatics. Summer classes can be purchased by the class, by the week, or for the whole summer session. These classes are strongly encouraged for both current students to continue their dance education and for new students to help them become familiar with our studio.

Summer Theme Camps:

JDPAC offers themed dance camps for ages 2 to 10 during the summer. Camps are 3 days long and include dance, tumbling, creative movement, and much more! Camps are available throughout the summer and can be viewed and scheduled from our JDPAC Customer Portal at <https://portal.iclasspro.com/jamesdancecenter>. Contact us by email or phone for more information and to inquire about special pricing.

TUITION RATES & FEES

Tuition: JDPAC tuition rates are based on the total number of hours per week *per family*. Please total the length (in weekly hours) of your family's classes and find the corresponding hours and monthly rate on our chart. The price reduces with the number of family members enrolled and the number of class hours.

*Fees paid by the 1st of each month are eligible for Early Bird discounts.

CLASS HOURS PER WEEK	TUITION PER MONTH	CLASS HOURS PER WEEK	TUITION PER MONTH	CLASS HOURS PER WEEK	TUITION PER MONTH
30 mins	\$50	3 ½ hours	\$168	6 ½ hours	\$237
45 mins	\$65	3 ¾ hours	\$175	6 ¾ hours	\$242
1 hour	\$74	4 hours	\$185	7 hours	\$247
1 ¼ hours	\$87	4 ¼ hours	\$191	7 ¼ hours	\$252
1 ½ hours	\$101	4 ½ hours	\$197	7 ½ hours	\$257
1 ¾ hours	\$109	4 ¾ hours	\$202	7 ¾ hours	\$262
2 hours	\$115	5 hours	\$205	8 hours	\$267
2 ¼ hours	\$125	5 ¼ hours	\$211	8 ¼ hours	\$272
2 ½ hours	\$135	5 ½ hours	\$217	8 ½ hours	\$277
2 ¾ hours	\$144	5 ¾ hours	\$222	8 ¾ hours	\$282
3 hours	\$149	6 hours	\$227	9 hours	\$287
3 ¼ hours	\$160	6 ¼ hours	\$232	9 ¼ hours	\$292

PAYMENT PROCEDURE:

- Tuition payments are broken down into nine monthly payments (September-May), with September tuition and registration fees **due at registration**. Enrollment is for the full 9 months.
- The School does not deduct illnesses, vacations, or absences. Make-up classes are available.
- Monthly statements are only given if your payments are delinquent.
- Payments may be made in person by cash/check/MO, or online through our Customer Portal.
- Effective July 1, 2024: JDPAC will only accept cash, money orders, or checks for in-person payments. Payments made using credit and debit cards can still be used for online purchases, fees, or autopay.**
- In Person Payments: Please place your payment in an envelope along with your child's/family name to ensure proper credit to your account. Deposit the envelope in the **top slot** at the end of the desk. A receipt will be written at the desk for cash payments.
- If monthly payments are not met, the school reserves the right to withhold services until accounts are made current.
- Tuition is **due** on the **1st** lesson of the month and no later than the 10th of each month. A **\$10.00** late fee will automatically be added to accounts not paid by the 10th of the month.
- There is a **\$35.00** service charge for any check returned by the Bank. **Note: If the bank returns 2 checks, only cash or money orders will be accepted for the balance of payments. Fees can be paid online through the Customer Portal using a credit or debit card.**

ADDITIONAL FEES: James Dance & PAC charge three additional required fees*:

Registration Fees	\$35 per dancer/\$45 per family	Due at registration
Costume Fees*	\$90/costume	Due October 1 st
Jingle Mingle Fees	\$30 per dancer/\$60 per family	Due November 1 st
Tech Rehearsal Fees*	\$35 per dancer/\$70 per family	Due February 1 st

*Applies to dancers participating in recital

ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE

CLASS DESCRIPTIONS

*Over six (6) years ago Carol and Linda launched the 'Starlets Preschool Program,' a creative dance program specifically designed to meet the needs of the very young dancer, ages 2 to 6. This program and staff endeavor to inspire and educate these imaginative minds. The commitment to making all **Starlet** dancers feel safe, comfortable and confident in the studio and educational setting is of utmost importance. Our goal is to create a 'safe haven for dancers', an environment that is nurturing and positive, so that learning and growing can develop and the dance process can begin!*

Startlet Division

(Young Children's division)

Our preschool dance classes use a creative approach to share the joy of dance with your little ones. Our curriculum emphasizes classroom etiquette, gross motor skills, beginning dance technique, and fun!

Broadway Babies

Age 2-3.5

This class is offered to children aged 2-3.5 and combines pre-ballet and creative movement, which are key components of physical, Vocal, and Social Development. Dancers connect, explore, and communicate as well as develop locomotor and cognitive skills as their teacher leads activities in a safe and fun environment!!

Little Stars

Age 3-6

Dancers in this class are taught the fundamentals of Beginner Ballet and Tap. Dancers continue to develop and build upon their skills in rhythm, creativity, motor control, and coordination.

Tumble Tots

Age 2.5-6

This class is a beginner acrobatics class where little ones are introduced to basic skills, i.e., tumbling, locomotor movement, balance, as well as social skills and cooperation. Students will work on age-appropriate skills to acquire flexibility, strength, balance, and much more in a fun and safe environment.

****Main Division****

(These classes are 30 minutes, 45 minutes, or 1 hour long.)

Acrobatics

Age 5-18

For students 5 to 18 years old. JDPAC is a certified Acrobatic Arts School. The program was designed to ensure the safe and sequential mastery of skills and drills, from the beginner to the advanced student. The main components of the class focus on Strength, Flexibility, Limbering, Conditioning, and Tumbling. Students will work on charted levels, from Preschool to Level 12, to progress and achieve tricks appropriate to their skill level.

Acting

Age 5-18

Students will be introduced to the Art of Acting by working on monologues, interactive acting (games), exercises, and scenes. This class will focus on character development and writing skills, working toward bringing each character to its fullest potential.

Ballet

Age 5-18

Our studio is affiliated with the American Academy of Ballet. We offer a graded system of training, ranging from Level 1 to Level 12. All students are expected to participate in AAB's Performance Awards in the Spring to complete their level of training. *New students will require an evaluation for placement.

Baton

Ages 6-18

Twirlers will learn the fundamentals of Baton Twirling, Marching, and Strut.

Broadway Heels

Age 10 & Up

A 30-minute class was offered to students 10 to 18 years old. This class is for the dancer who is interested in taking jazz technique to the next level, concentrating on teaching students to dance smoothly in character shoes "heels" (used in musicals and Broadway shows), and is perfect for the dancer who wants to pursue musical theater.

Combo

Age 5-12

Classes in Ballet, Tap, & Jazz are offered to students aged 5-12 years of age. These classes lay a solid foundation that enables students to progress and become proficient in all phases of dance. Also, it helps them to acquire the skills to reach an intermediate level.

Contemporary/Lyrical

Age 10 -18

This style of dance incorporates elements of Ballet, Jazz, and modern dance. Lyrical dance is a fusion of ballet & jazz dance techniques that use dramatic motion to interpret music and express emotion. Contemporary dance is a style of expressive dance that combines elements of several dance genres, including Modern, Jazz, and ballet. *Dancers must be enrolled in Ballet and Jazz Classes

Hip Hop/Funk

Age 4-18

An upbeat style of dance performed to popular music. Although hip hop's roots originated from urban street dancing, it has become increasingly popular in the entertainment world. Funk dancing is the perfect fusion of styles, incorporating jazz roots into a melting pot of Hip-Hop, break dancing, popping & locking, along with other fashionable dance genres.

Jazz

Age 5-18

A style of dance that is structured in technique while taking many shapes and forms. It can be performed to a vast variety of music styles, from Broadway to pop. (Younger students are encouraged to take a combination class; see Combo.)

Leaps & Turns

Age 7-18

Emphasis is placed on strengthening and correcting techniques to achieve correct placement in turns and agility and strength in Leaps.

Musical Theater

Age 5-18

A performance-oriented class that incorporates Theater Dance, Voice, and Acting. Students work to build a repertoire from Broadway Shows, to learn different styles and enhance performance skills.

Pre-Pointe/Pointe

A class wherein the ballet dancer supports all their body weight on the tips of fully extended feet. Dancing en pointe makes the dancer appear weightless and sylph-like; this is done by wearing special box-toed pointe shoes. Students are evaluated and recommended for pointe based on age and ability. A minimum of three regular ballet classes must be attended to dance en pointe, one of which must be the ballet class directly before pre-pointe or pointe.

Tap

Age 5-18

This is a percussive style of dancing. Its name comes from the tapping sound made when the metal plates on the dancer's shoes touch a hard surface. Students develop concentration, rhythm, coordination, speed, and a broad knowledge of standard tap technique (Younger students are encouraged to take a combination class, see Combo)

Special Studio Workshops:

- @ Tumble Track: Skills & Drills for Advanced Tumbling
- @ Back Handspring workshop
- @ Aerial Workshop

What to Wear:

We are a professional dance training facility, therefore, dancers are expected to wear the appropriate dancewear for their specific level. Dancewear is available for purchase exclusively from our online boutique, shopnimbly.com/jamesdancepac. Find your class name and simply order the items marked required. Assistance with sizing or finding your dancer's complete list of items is available upon registration.

Starlet Program:

Broadway Babies:	Pink leotard Pink tights	Pink ballet shoes Optional: pink skirt*
Little Stars 1 & 2:	Pink leotard Pink tights	Pink ballet shoes White tap shoes

Main Division:

For Girls:

Combination Classes (Levels 1-2-3):

Leotard:	Blue leotard	Optional blue skirt
Ballet:	Pink tights	Pink ballet shoes
Tap:	Tan or Pink tights	Tan tap shoes
Jazz:	Tan or Pink tights	Tan jazz shoes

***Combination Classes (Levels 4 & Up):**

Leotard:	Black leotard	Optional black skirt
Ballet:	Pink tights	Pink ballet shoes
Jazz:	Pink or tan tights	Tan jazz shoes
Tap:	Pink or tan tights	Black oxford taps

*Black leotards should be camisole or tank-style. Other shoes may be required.

For Boys:

All classes:	White t-shirt Black pants**	Black jazz shoes Black tap shoes Black ballet shoes
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**Men/boys black leggings or tights for levels 4 & Up

Hip Hop: **All Dancers:** Sneakers dedicated to the classroom. Cannot be worn outdoors.

Girls: Class leotard with tights. Optional booty shorts or leggings over tights

Boys: Class shorts or leggings and a white t-shirt.

Acrobatics: **All dancers:** bare feet, hair secured off face, ponytail (both boys and girls if applicable)

Girls: Class leotard with transition tights or stirrup tights. Booty shorts may be worn over tights. ***No skirts or tutus for acro/tumbling classes.**

Boys: Class attire (leggings and fitted, white t-shirt)

Musical Theatre and Acting: Students should dress comfortably but must adhere to the dress code. Shoes must be removed before entering the classroom.

Class Attire

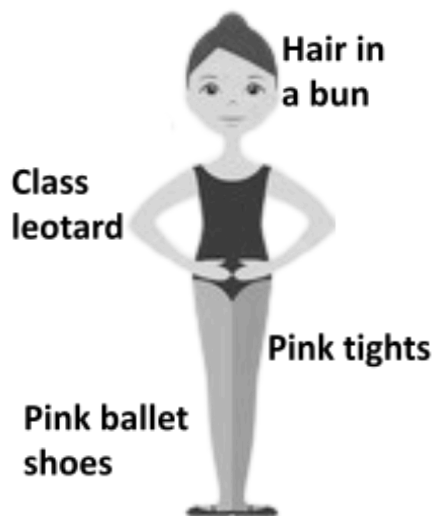
Ballet Levels 1 – 12:

Girls: Class leotard, pink tights, pink split sole ballet shoes, and hair secured neatly in a bun. **Students are not permitted in class if they are not dressed in proper Ballet attire.**

Boys: White, fitted T-shirt, black, fitted jazz pants or tights, black split-sole ballet shoes. The white shirt must be tucked in, and boys are required to wear white socks. Long hair must be secured from the face in a ponytail or bun.

Pointe/Pre-Pointe: Class leotard, pink tights, pointe shoes (if assigned), hair secured neatly in a bun.

Ballet shoes and pointe shoes must be sewn completely. Tights must be worn over the feet; no jewelry is allowed. Girls must wear a **black sports bra if one is needed.



Celebrating Our Dancers!

STUDENT SNACK AREA: JDPAC has a designated homework and snack area. We encourage our dancers to complete assignments or record dance class notes. This is also the designated snack area. Dancers are expected to clean up and remove all food from the floors and benches.

BIRTHDAY HONORS: JDPAC celebrates our dancers' special day with a birthday slide each month. Watch for your name on our studio E-board!

JDPAC ACHIEVEMENT AWARDS: JDPAC recognizes the dedication and commitment dancers demonstrate through our Achievement Awards. Dancers are recognized for their 5th, 8th, 10th, 12th, and 14th years of performing arts education with James Dance & Performing Arts Center.

ANNUAL STUDIO PRODUCTION:

Taking great pride in the progress of our students, we strive to provide a comprehensive dance experience and fulfillment by presenting our students in one of northeastern Ohio's most exciting and moving annual revues. The year's work is brought to an exciting climax as students feel the magical thrill and glow of dance!! *This year's performance is on May 31, 2026, at Packard Music Hall.*

STUDIO SOUVENIR BOOK: All students are invited to participate in the yearbook. Students are encouraged to obtain sponsorship (examples: banks, restaurants, doctors, hairstylists, etc.). Plan *now!!* Don't be left out of this wonderful memento of the dance year!

JDPAC PICTURE WEEK in MARCH For all dancers! Capture photos of your dancer to share in our annual souvenir book! Give your dancer the "star" treatment! (There are no classes during picture week.)

STUDIO POLICIES

Tuition and Registration Fees

1. **Registration Fee:** A non-refundable registration fee of \$35 per student or \$45 per family is due at the time of registration. Registration must be paid to guarantee class placement.
2. **Tuition Late Fee:** Tuition is due on the 1st of each month and must be paid by the 10th. A late fee of \$10.00 is charged to all accounts that are past due. Statements will be emailed.
3. **Monthly Tuition:** September through May, a full month's tuition will be charged. Whether the month is short (3 weeks) or long (5 weeks), tuition remains the same. Tuition is NOT prorated for absences. Your dancer is encouraged to attend makeup classes for any absence.
4. **Methods of Payment:** JDPAC accepts personal checks, cash, or money orders for in-person payments. One-time payments can be made through our Customer Portal using debit or credit cards (Visa or MasterCard).
5. **Autopay:** Families may also request autopay. Fees are charged to your saved credit or debit card on the 5th of each month. Other costs (such as costumes, technical rehearsals, and memory books) can be paid via autopay upon request.
6. **Declined Payment:** A \$35 penalty will be assessed for each returned check. In the event of a second returned check, future payments may only be made at the studio office in cash or online via credit or debit card.
7. **Advanced Payment:** You may pay tuition and other fees in advance; however, discounts may not be applicable.
8. **Offset Against Open Balances:** If you overpay for a specific payment obligation owed to JDPAC (whether for tuition, recital fees, costume fees, competition entry fees, or otherwise), or you are otherwise entitled to a refund of a specific payment made to JDPAC, JDPAC may apply such overpayment or refund to any, or all, of your outstanding and unpaid balances.

STUDIO POLICIES

Class Schedule

For the most up-to-date version of our class schedule, please visit jamesdancepac.com. Click on "Portal," "class schedule."

Schedule Changes

1. **Class Changes:** Students may drop and add classes, subject to availability. A \$10 change fee is assessed after October 31. To ensure proper costume orders, class changes will possibly require the purchase of an additional costume. Private lessons may be required for late registrants, at the teacher's discretion.
2. **Withdrawals:** To withdraw a student from any JDPAC class, you must notify the studio office in writing. *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. If a student attends any classes into a given month, tuition for that month is due, and no refunds are issued. 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, email us and request to be placed on the waitlist.

Student Class Placement

1. **Age Group:** All classes are based on the student's age as of September 30th, 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 Relations

1. **Contacting Instructors:** Instructors can be contacted via email. All emails will be made available upon request. Please refrain from trying 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 JDPAC news.
3. **Phone Calls:** You may leave a message for a teacher at the studio. Do not call any staff member at home. Due to varied work schedules, emails are often the best method.
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 the Studio:** All registered accounts will automatically be enabled to receive email alerts and updates from the studio. You can update your email address and preferences through the Customer Portal. Please check your email regularly as JDPAC uses email as its primary means of communication to update this handbook, announce changes to procedures or guidelines, schedule changes, and provide any other important updates or information throughout the year. You may choose to unsubscribe from the email list at any time.

Customer Portal: You can access your studio account through the customer portal, available online or via the iClassPro app. From your portal, you can view your registered classes, update or add credit card

information, request a makeup class, make payments, and more. The app is available on the App Store or Google Play under “iClassPro App.”

STUDIO POLICIES

Absenteeism & Inclement Weather

1. **Illness Policy:** Students should stay home if they are experiencing any of the following conditions:
 - a. Pain – any complaints of unexplained or undiagnosed pain.
 - b. Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough. Difficulty in breathing—wheezing or a persistent cough.
 - c. Fever (100°F/38.3°C or more) or nausea and vomiting.
 - d. Infected skin, eyes, or an undiagnosed rash. Severe itching of the body and scalp
 - e. Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. This may indicate a bacterial or viral infection that is easily passed from one child to another.
 - f. Known or suspected lice or any other communicable illnesses (including symptoms of flu or 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 absences may be pulled from the recital dance with no refund. This is at the teacher’s discretion.
4. **Inclement Weather:** We do NOT follow the school district’s cancellation policies. The roads are typically clear by the time the studio opens in the afternoon. In the event of a cancellation, there will be information on the studio telephone’s outgoing message as well as on social media, email, and push notifications via the iClassPro App to your phone.
5. **Make-Up Classes:** There are no refunds for missed classes, whether it is due to student absence or studio closure. Missed classes can be made up any time before May 1st in an age-appropriate class—even if it is in a different style. JDPAC always schedules a make-up class for any studio or instructor cancellation.

****Students must schedule a make-up class through the studio office.****

Student Dress Code

1. **Modesty:** No midriffs should be shown at any time, and thighs should be covered. This applies to all ages. Leotards should be worn with tights. Students may elect to wear shorts over the top of their leotard, but tights must be worn underneath. No shirts over leotards. (Excludes Ballet classes; no shorts or sweats over leotards.)
2. **Shoes:** Proper shoes in specific colors are required for all classes. A list of shoes can be found on page 10.
3. **Hair:** Hair should be pulled up and away from the student’s face.
4. **Piercing:** The only piercings allowed are in the earlobes of girls. All other piercings should be removed before entering the studio.
5. **Tattoos:** Absolutely no tattoos allowed. No exceptions.
6. **Tights:** Rehearsal tights should be purchased through shopnimbly.com/jamesdancepac
7. **Shoes:** Shoes should be purchased through shopnimbly.com/jamesdancepac. Please write your child’s first and last name on all belongings, including shoes! Sharpies are available in the office. Links will be emailed before the start of the dance season. All required items are labeled as such on the Shop Nimbly website.

STUDIO POLICIES

Waiting Room & Lobby Rules

1. **For health and safety reasons and to cut down on the size of crowds, students should be dropped off and picked up in the main lobby entrance. Do not park your car in front of the studio entrance.**
2. **Hallways Must be Clear:** Per the Fire Marshall, there is no sitting, standing, or laying in the hallway. Please remain in the lobby or homework area while waiting for class to begin. Once your dancer has gone to class, unless instructed otherwise, you're free to leave. The parents of dancers 6 and under should remain during class.
3. **No Horseplay:** Parents are asked to keep students and waiting siblings from running or engaging in horseplay that could be considered aggressive in the waiting areas.
4. **NO Acrobatics:** Students are not permitted to perform any gymnastics in the halls or waiting areas.
5. **No Food:** No drinks, sodas, coffee, or food of any kind is allowed in the main studio areas; this is only permitted in the designated student area. JDPAC does not monitor foods for allergens. Gum is never permitted in the studio.
6. **Student Drop-Off and Pick-Up:** The premises of JDPAC 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).
7. **Parking Lot:** No student of any age is permitted to be outside the building without a parent present.
8. **Switching Classes:** Students in back-to-back classes will be supervised while switching classrooms.
9. **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 JDPAC's building unattended by a parent/guardian between classes. Parents/guardians who elect to leave their student unsupervised are responsible for telling their student(s) that they may not leave the building for any reason. *ALL students are required to wait inside the studio for their ride after class.*
10. **Courteous:** Please be courteous to your fellow parents. Our waiting areas can become crowded, and a little common courtesy can go a long way.

Homework & Snack Area Rules

1. **Quiet:** This is a quiet area for study. Please respect those focusing on their work.
2. **Proper:** Do not stand on the furniture.
3. **Neat:** Please pick up after yourself.
4. **Food, drink, and personal items** must be stored in bags or on the hooks provided. Items are not to be placed on the benches or trophy shelves.
5. **Food & Drink:** This is the only area where food and drink are allowed. We encourage healthy snacks and request that *all drinks be clear liquids.* In the event of a spill, please advise the front office so we can clean up the spill as soon as possible. No food or drinks, besides water bottles*, are allowed in any studio at any time. **No drink containers that leak if knocked over (i.e., Stanley flat top with straw) are permitted.*

Studio Security

JDPAC prioritizes the safety and security of our students, families, and staff. To ensure the highest level of security, we have installed security cameras in all classrooms, hallways, at the front desk, and at

entrances. All students, regardless of age, must remain inside the studio while waiting between classes or for their rides.

STUDIO POLICIES

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 their shoes. If not properly labeled, teachers will write your dancer's first and last names 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/guardian and hold that item in the studio office.
2. **Lost & Found:** JDPAC does not have a lost & found. Items left behind will be collected and donated or disposed of after 30 days. JDPAC is not responsible for lost or stolen items.

Anti-Bullying Policy

Purpose: JDPAC 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 of Bullying: 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 a 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 encourage 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 of reservation.

STUDIO POLICIES

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 of two emergency medical contacts.
 - Students with a medication/device are required to bring the baggie to and from JDPAC activities and, at all times while at JDPAC, to keep the baggie in a gear bag on their person or, during classes, in the classroom.
2. JDPAC does not carry medical insurance for its students.
3. ***JDPAC does not render medical care, including medical diagnosis or treatment, to students or others, and any assistance JDPAC staff may offer to students will be limited to responding to an emergency.***

Preparing for Class

1. Dancers are to enter the dance studio fully dressed for class with their hair properly pulled back (bun for Ballet) and proper dance shoes on. **Please do not wear street shoes into the dance rooms (this includes family members).** Dance bags are to be taken into the room. Classes (pre-school through 5 years old) need to have their tap shoes on each week when entering class. Please put ballet shoes in a dance bag that they will bring to class. Please put your child's name on their shoes and bag. The teachers will help the dancers change shoes during the class.
2. Please be sure all cell phones, smart watches, and electronic devices remain in the dancer's bags or with a parent. Ringers and sounds need to be set to silent. Messages should be left at the front desk or office, and staff will alert the classroom teacher.

What to Expect Your First Weeks

1. The studio lobby will be 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 everyone is adjusting to a new schedule. 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 review. This allows everyone to get comfortable with new courses and new teachers. Additionally, teachers can evaluate students to ensure 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 can be challenging, especially on Thursdays. Please be careful and watch for children. Do not park along the curbs in front of or along the sides of our parking lot. It makes maneuvering in the parking lot or dropping off students a hazard.
6. It is best to get your dancer to class on time, ready to dance.
7. Please keep the hallways and walkways clear; dancers will be released in the lobby area for pickup.
8. The youngest dancers will often have tears or anxiety for 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 clinging to their parents 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 hallways, and don't let siblings open or knock on the door or windows. This will distract the dancers.***
9. 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. All young students should wear pull-ups if they are not yet potty-trained.

Always stop by the office if you have any questions or concerns.

Every staff member wants your JDPAC experience to be positive and rewarding.

JDPAC PERFORMANCES

1. **End of Year Performance:** Our yearly end-of-year performance (recital) showcases our wonderful dancers. The annual show is held at a local location with a professional stage, sound, and lighting. This is a special opportunity for all dancers and singers to showcase their hard work, skills, and talent. The end-of-year performance requires the purchase of one or more costumes. Costume deposits are due by October 1. No costume will be ordered without a deposit. Once a costume is ordered, there are no cancellations or refunds. *This year's performance will be held at Packard Music Hall on June 1.*
2. **Opting Out of Recital:** Students must participate in recital for all classes or not participate in recital at all. Students cannot select specific classes for the recital. Students and parents are responsible for informing JDPAC in writing by October 1, 2025, if a student will not be participating in the recital. Notice must be provided directly to Miss Linda.
3. **JDPAC Jingle Mingle Holiday Performance/Fund Raiser:** Select classes are invited to perform at our annual holiday show, "JDPAC Jingle Mingle." Dancers perform in holiday attire or costumes and act, sing, or dance to a variety of holiday-themed music. All families are invited to attend. The entry fee is a donation to a local charity.
4. **JDPAC Acro Showcase:** JDPAC tumbling/acro classes do not participate in our end-of-year performance (recital). A special in-studio showcase is held in the spring. **All students enrolled in Acro classes are required to participate in the Acro Showcase, held in May.** (Tumble Tot classes will participate in the recital.)
5. **JDPAC Jr/Sr Acting Showcase:** Classes perform in-studio in a winter holiday performance and a spring performance. Costuming may be needed for the performances. Acting instructors will inform families through email and in-class announcements.
6. JDPAC is not responsible for lost or stolen items at the recital.
7. **Ballet Performance Awards:** JDPAC is affiliated with The American Academy of Ballet, New York City (AAB). As part of that relationship, our leveled ballet dancers learn the AAB curriculum and participate in the Ballet Performance Awards held each May. AAB will send a ballet master or mistress to adjudicate our leveled ballet dancers. All dancers receive medals and certificates of achievement. In some cases, dancers may receive scholarships to AAB summer programs. There are additional fees required.

Costumes

1. **Costume Fees Due Date:** Costume fees are due October 1, 2025. Deposits toward costumes may be paid at any time before the due date. Costume balances are due in January.
2. **Costume Distribution:** A "costume week" will be held once all costumes have been received. All dancers participating in the recital will try on costumes for the first time and have an opportunity to "perform" their dance. Only costumes paid in full will be released to parents/guardians. Do not wash costumes. Please hang all costumes with fluffy skirts or tutus upside down. Do not allow children to play in their costumes.
3. **Refunds:** Once a costume is ordered, there are no refunds for dropped classes, withdrawals from the studio, or decisions not to participate in the recital. A student who withdraws from a class after purchasing a costume may pick up the costume in April. Costumes not picked up by then will be donated.

*****Thank you to all JDPAC dancers and family members for your dedication and desire to help create a welcoming and educational environment at our studio. We are grateful for each and every one of you.*****

James Dance & PAC Master Schedule 2025-2026

Classes are based on child's age as of September 30, 2025

Starlet Program: Ages 2.5-3.5

Broadway Babies Thurs 4:30-5:00 PM
Broadway Babies Fri 9:30-10:00 AM
Broadway Babies Sat 9:00-9:30 AM

Starlet Program: Ages 3.5-5.5

Tumble Tots (3-6) Thurs 4:30-5:00 PM
Hip Hop (Ages 4-8) Thurs 4:30-5:00 PM
Little Stars 1 (3-4) Thurs 5:00-5:45 PM
Little Stars 2 (4-5) Thurs 5:45-6:30 PM
Beginning Acro (4.5-7) Thurs 6:30-7:00 PM
Little Stars Fri 10:30-11:15 AM
Tumble Tots Sat 9:30-10:00 AM
Little Stars Sat 10:00-10:45 AM

Starlet Program: Ages 3-6

Tumble Tots Thurs 4:30-5:00 PM
Beginning Acro (4.5-7) Thurs 6:30-7:00 PM
Tumble Tots Sat 9:30-10:00 AM

Classes Ages 5-7

Hip Hop (Ages 4-8) Thurs 4:30-5:00 PM
Ballet 1 Thurs 5:00-5:30 PM
Tap (Ages 5-7) Thurs 5:30-6:00 PM
Jazz (Ages 5-7) Thurs 6:00-6:30 PM
Beg Acro Thurs 6:30-7:00 PM
Adv Beg Acro Thurs 6:30-7:15 PM
Ballet 1/2 Sat 10:45-11:15 AM
Tap/Jazz (Ages 5-7) Sat 11:15-12:15 PM

Classes Ages 6-8

Hip Hop (Ages 7-10) Mon 4:30-5:00 PM
Hip Hop (Ages 4-8) Thurs 4:30-5:00 PM
Ballet 2 Thurs 5:00-5:30 PM
Jazz (Ages 6-8) Thurs 5:30-6:00 PM
Tap (Ages 6-8) Thurs 6:00-6:30 PM
Adv Beg Acro Thurs 6:30-7:15 PM

Classes Ages 7-9

Hip Hop (Ages 7-10) Mon 4:15-4:45 PM
Leaps & Turns (7-10) Wed 4:00-4:30 PM
Ballet Level 3 Mon 5:30-6:15 PM
Tap (Ages 7-9) Mon 6:15-6:45 PM
Jazz (Ages 7-9) Mon 6:45-7:15 PM
Adv Beg Acro Wed 6:45-7:30 PM

Classes Ages 8-10

Hip Hop (Ages 7-10) Mon 4:15-4:45 PM
Ballet 3 Mon 5:30-6:15 PM
Tap (Ages 8-10) Mon 6:15-6:45 PM
Jazz (Ages 8-10) Mon 6:45-7:15 PM
Beg Int Acro Mon 4:00-4:45 PM
Ballet 4 Mon 5:30-6:15 PM
Leaps & Turns (7-10) Wed 4:00-4:30 PM Ballet 4/5
Wed 4:30-5:15 PM
Beg Int Acro Wed 6:45-7:30 PM

*Level 4 Extra Ballet Class Wed 4:30-5:15

Classes Ages 9-11

Ballet 5 Mon 4:45-5:30 PM
Tap (Ages 9-11) Wed 5:15-6:00 PM
Jazz (Ages 9-11) Wed 6:00-6:45 PM
Hip Hop (Ages 7-10) Mon 4:15-4:45 PM
Leaps & Turns (7-10) Wed 4:00-4:30 PM
Ballet 4/5 Wed 4:30-5:15 PM
*Level 5 Extra Ballet Class Wed 4:45-5:30

Classes Ages 10 & Up/Tween

Sr Leaps/Turns (11&up) Wed 4:45-5:30 PM
Jazz (Ages 10 & Up) Wed 4:45-5:30 PM
Tap (Ages 10 & Up) Wed 5:30-6:15 PM
Hip Hop (10+/Pre-Teen) Wed 6:15-6:45 PM

Intermediate Teen Ages 11+

Ballet 6/7 Mon 4:45-5:30 PM
Ballet Lvl 8-9-10* Mon 4:45-5:30 PM
Hip Hop (Team) Mon 3:30-4:00 PM
Int Jazz (Team) Mon 5:30-6:15 PM
Int Tap (Team) Mon 6:15-7:00 PM
Int Contemporary* Mon 7:00-7:45 PM
*Must take ballet
Ballet 6/7* Wed 4:00-4:45 PM
Ballet 8-9-10 Wed 4:00-4:45 PM
Sr Leaps & Turns Wed 4:45-5:30 PM
Broadway Heels Wed 5:30-6:00 PM
Team Ballet Sat 9:00-9:45 AM
Pointe Sat 9:45-10:15 AM

*Levels 6/7 & 8/9/10 Extra Ballet Class Wed 4:00-4:45 and Sat

Hip Hop: Ages 4 & Up

Hip Hop (Team) Mon 3:30-4:00 PM
Hip Hop (Age 7-10) Mon 4:15-4:45 PM
Hip Hop (10+/Teen) Wed 6:15-6:45 PM
Beg Hip Hop (Age 4-8) Thurs 4:30-5:00 PM
Hip Hop (Age 7-10) Thurs 7:00-7:30 PM

Acrobatics/Tumbling, Ages 6 & Up

Int/Adv Acro Mon 4:00-4:45 PM
Adv Beg-Int Acro Mon 4:00-4:45 PM
Adv Beg Acro Wed 6:45-7:30 PM
Beg Acro Thurs 6:30-7:00 PM
Adv Beg Acro Thurs 6:30-7:15 PM
Beg Acro Thurs 6:30-7:00 PM

Drama Department: Ages 5 & Up

Acting (Gr K-3) Sat 9:15-9:45 AM
Acting (Gr 6 & Up) Sat 10:15-10:45 AM
Acting (Gr 4-5) Sat 10:45-11:15 AM
Musical Thtr (6+) Sat 12:45-1:30 PM

PARENT QUICK REFERENCE

Baton: 10 & Up Thurs 4:00-4:30 PM
Baton: 5-9 yrs Thurs 6:30-7:00 PM

PAYMENT SCHEDULE

MONTH	DUE DATE	AMOUNT	PAYMENT METHOD
Registration Fee (\$35/student; \$45 per family)	Registration	\$35.00 \$45.00	Cash/check
Half-Year Tuition	9/04/2025 and 1/10/2026		
September 2025 Tuition (Early Bird by 1st)	9/10/2025		
October 2025 Tuition (Early Bird by 1st)	10/10/2025		
Costume Deposits	10/01/2025	\$90/costume	
Jingle Mingle Fees	11/01/2025	\$30/child; \$60/family	
November 2025 Tuition (Early Bird by 1st)	11/10/2025		
December 2025 Tuition (Early Bird by 1 st)	12/10/2025		
January 2026 Tuition (Early Bird by 1 st)	1/10/2026		
January 2025 Costume Balances Due	TBA		
Balance of Half-Year Tuition	1/10/2026		
February 2025 Tuition (Early Bird by 1st)	2/10/2026		
Technical Rehearsal Fees	3/01/2026	\$35/student \$60/family	
March Tuition (Early Bird by 1 st)	3/10/2026		
April Tuition (Early Bird by 1 st)	4/10/2026		
May Tuition (Early Bird by 1 st)	5/10/2026		

All in-person payments are cash/check/money order only

Online payment available for tuition