



Welcome Packet 2025 - 2026





Welcome to Happy Feet Dance Company where we believe that dancing should be a fun and enjoyable experience for everyone, which is why we strive to create a welcoming environment that feels like home. Our classes are designed to build your skills and technique while also giving you the chance to perform and make lasting friendships with fellow dancers. Whether you are an absolute beginner or an experienced dancer, our instructors are dedicated to helping you achieve your goals and reach your full potential.

Below you will find important information regarding our studio, classes, and policies. Please take a moment to carefully review the information with your dancer. We would also like for you to sign and return the last pages of this handbook for our personal records. We look forward to sharing this year with you and your family!

Welcome

For Our Students

The first step to becoming a successful dancer is making a solid commitment to your classes. Our dance classes run the length of a full school year. Please plan accordingly. If your dancer is interested in another sport or extra curricular class, please make sure practices and games do not conflict with dance classes and recitals. Strong technique is a key ingredient and class is where you develop that technique. Come to every class each week prepared to learn and without personal distractions. Class time is your chance to focus on yourself; true progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full out, stretch a little further, become more aware, and make the most of every class!



Respect for the teacher is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows how much a teacher cares about your progress as a dancer. Always say thank you when your teacher offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

For Our Parents



We believe that a child's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to support your child's dance education. Your child's presence at all classes is imperative. The spirit and the lesson of dedication are a big part of our dance program's learning process.

No two students will progress at the same rate, even if they experience the exact same training. It is important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

IMPORTANT DATES

- September 8th: Classes Start
- October 31st: Halloween, NO CLASSES
- November 24th – 28th:
Thanksgiving Break. NO CLASSES
- December 13th: Potlatch Lighted Christmas Parade
- December 14th: Happy Feet Christmas Party
- December 22nd – January 2nd:
Winter Break. NO CLASSES
- January 5th: Classes Resume
- January 23rd: Costume Fees Due
- January 26th – 30th: Costume measurements will be taken
- March 16th: Tickets Available for Purchase
- April 27th – May 1st: Picture Week
- *May 17th: Full Company Recital Rehearsal at the Studio
- *May 20th: Dress Rehearsal at Location
- *May 21st: Recital

*Tentative dates, could change.



Staying Informed



Keeping you informed is one of our primary goals. Please read through all e-mails and all handouts that are sent home. Most of our contact is through e-mail, so please make sure you provide us with a current e-mail address. We may also use Facebook for last minute information and reminders. We work very hard to keep you informed; however, it is your responsibility to keep up to date by checking your e-mail and our Facebook page on a regular basis.

Also, please make sure to keep your calendars updated with important dates (no class days, breaks, due dates, holidays, special events, performances, etc.) All of this information can be found on our website under the Calendar tab.

If you would like to contact us, please send an e-mail to this address:

thehappyfeetdancecompany@gmail.com

Website: www.happyfeetdanceco.com

Questions: Communication is extremely important to us. If you have any questions, please contact us directly.

Registration

Dance Studio-Pro is the studio software system that we are using for registration, payment processing and account management.

To access our DSP parent portal visit:
<https://app.gostudiopro.com/online/happyfeetdance>

Registration Checklist

- Create an Account
- Add a Student
- Accept Liability Release
- Accept Tuition Terms
- View and Select Classes
- Review and Accept Studio Policies
- Process Registration
- Submit \$25 Registration Fee
- Submit September Tuition



Students need to be registered by the second week of classes in the new season. If a student is not registered by then, they will not be able to participate in class until they are properly registered. By registering you are acknowledging that you understand our monthly tuition charges and the procedure for discounting classes.

Learning Dance Studio-Pro

New parents must create an account.

Please be sure to save your password for future use.

Once you register, you will receive an email about receiving communication from us. **PLEASE OPT-IN** to receive our emails

Once you are signed in you will be directed to your Home Page. Using the buttons provided you can view your statement, make a payment, manage your child's classes, get notes from the studio and teachers, and check the studio calendar.

Happy Feet Dance Company

Please sign in

Email Address:

Password:

Passwords are Case-Sensitive

Sign In

Forgot your password?

Studio Pro Privacy Policy
Privacy Policy

First time here?

Create your account today! Don't worry, it's quick and easy!

Create Account

Welcome to the Happy Feet Dance Company Portal!

Happy Feet Dance Company

Happy Feet Dance Company

Register ▾ Pay ▾ Info ▾

Hello, Jacob ▾

Your Account

QUICK LINKS

- 1 Pay
- 2 Register
- 3 Calendar
- 4 Messages
- 5 Files

ACCOUNT

- 6 Settings
- 7 Students
- 8 Balance 0.00
- 9 Payment Method
- 10 Waivers

You owe \$0.00.

Make Payment >>

☑ You are not signed up for Auto-Pay
Enroll in Auto-Pay >>

Current Students: Damien

✉ 0 New Notes to Read
Go to Bulletin Board >>

Today's Schedule

Other Days >>

1. This is where you can see your bill and submit payments
2. This is where you can view and select your students classes for the season
3. Important dates can be viewed here
4. This is where you can view any messages and/or emails we have sent you
5. Recital music or class videos will show here

6. Update contact info, change password, and view communication settings here
7. Add students and view your students schedule here. Can also register and pay on this page.
8. View your balance here
9. Add your method of payment and/or enroll in autopay here
10. View and accept our waivers and policies here



Tuition

30 minute classes : \$30

45 minute classes: \$45

60 minute classes: \$60

Fitness Classes

\$35 per month

\$60 for 2 classes per week

\$90 for 3 classes per week

Multiple Class Discount

Families with multiple students will share a discount

5% discount for 2 classes

10% discount for 3 classes

15% discount for 4 classes

20% discount for 5 classes

25% discount for 6 or more classes

Tuition is billed monthly and due in full on the first day of the month. Tuition is not prorated and remains the same whether it is a short 3 week month or a long 5 week month. Tuition is calculated and billed through the Dance Studio Pro App. You may also pay by cash or check at the studio drop box. If tuition is not paid by the 10th of the month a \$15 late fee will be charged to your account.

Class Attire

We ask that all students please wear appropriate attire to class. All students should arrive dressed in proper attire and ready to dance. No jeans are permitted in any class, except Line Dancing. Hair must always be pulled up away from the face and tightly secured. No jewelry or accessories are permitted as they can cause a distraction in class.

Ballet

Leotard, tights, ballet shoes. Ballet skirts are optional. (For Very Little Ballet: Clothes that your child is comfortable moving in.)



Lyrical/Jazz

Leotard or form fitting t-shirt/tank top, leggings or jazz shorts, tan or black jazz shoes or ballet shoes. No baggy clothing.



Tap

Leotard or form fitting t-shirt/tank top, leggings or jazz shorts, tap shoes. No baggy clothing.



Class Attire

Hip Hop

Leotard or form fitting t-shirt/tank top, leggings or jazz shorts, black jazz shoes or clean INDOOR ONLY tennis shoes.



Acro

Leotard or Biketard, leggings or jazz shorts. No shoes required. Footless tights are optional. No baggy clothing.



Fitness

Leotard or form fitting t-shirt/tank top, leggings or shorts, clean INDOOR ONLY tennis shoes.



Attendance

Students are expected to be in class each and every week. It is important that students attend all of their classes in order to benefit from their training. Absences or tardiness can have a negative effect on the entire class. When dancers miss class frequently, spacing and formations become very difficult to work on. It is very unfair to those who attend regularly and can result in frustration for the student and their teachers and classmates.

Please make sure you notify the teacher if you are going to be absent from class. If a student is absent from class, they are responsible for learning the steps taught in the lesson missed.



Class Etiquette

Bring a good attitude to class. We expect students to observe common courtesy and to be respectful of their teachers and fellow class members. Proper respect is expected at all times. We feel it is important that students learn to work efficiently as a group and behave in a respectable manner. A positive attitude and proper behavior is necessary to ensure a rewarding and productive dance class. Disrespect for teachers and other students, gossiping and other behaviors that adversely affect the class will not be tolerated. We love to teach and watch your children grow. Please help us continue our tradition of positive, constructive dance instruction by supporting us and your amazing children.



- **No food or drink in the classroom, besides water.**
- **No chewing gum or snacking during class.**
- **No interrupting the teacher during class.**
- **Cell phones are not to be used during class and should be turned off or on mute.**
- **Profanity, unsportsmanlike conduct, and gossip will not be tolerated during class.**
- **No hands on the mirror.**
- **No hanging on the barres.**
- **No jewelry or accessories are to be worn in class.**
- **Always remember to smile, learn, and have fun in each class.**

Discipline & Cancellation Policies

Any poor behavior will be corrected in the following:

1. **Verbal Warning:** Instructors will verbally tell dancers to correct behavior.
2. **Written Notice to Parents:** If problems persist we will send notice to a parent/guardian. We may ask for a conference depending on the problem.
3. **Probation or Removal from Class:** A probation period of one week of classes or complete removal from classes for the season.

Families who drop classes within one month of the recital will be charged a cancellation fee of \$50, as it affects the entire class.



The safety of our students and their families is very important to us. If the local schools are closed for inclement weather, the studio will also likely be closed. Notification of the studio closing will be sent out by 2pm.

Class refunds will only be issued if a class is canceled due to an instructor cancelling the class.

Class Observation



If you are in the studio during your child's class, please refrain from side conversations and have your cell phones on silent. It is important for all students to remain focused while in the dance room and if your presence is a distraction to the students, you will be asked to leave. Please do not communicate with your dancer or the instructors during class time, this is very distracting and will cause us to have to refocus the class.



PERFORMANCE OPPORTUNITIES



**Our Happy Feet Dance Team
performs at competitions in Spokane
and CDA from January - April**

For more information contact our comp team coaches:
Emily Henderson or Shavonne LeMasters



RECITAL

There is an end of season performance and this is the highlight of the season for our dancers. This is their chance to show off all their hard work to their family and friends. Be aware now that a recital involves a lot of hard work, time, and of course expense. We hope by explaining our recital procedures now, that we will enable you to budget for the recital at the end of the school year. Performing in the recital is strictly optional. However, we assume that your child will perform unless you notify us otherwise, in advance.

Tickets: We will have tickets for the end of season recital available for purchase in March. All parents must purchase a ticket, with the exception of volunteers. Tickets will be \$15 for adults and \$5 for children who are not participating in the performance. Lap babies do not require a ticket. Ticket costs are to help pay for the auditorium rental, dressing room rentals, lighting, sound and stagehands.



Costumes: There will be a separate costume fee (prices will vary per class) that will be due January 23rd. We hope that the studio ordering costumes will ensure that all costumes are here in time for picture day and rehearsal dates. There are no refunds for costume fees after the costumes have been ordered.

Rehearsal: As we get closer to our performance dates, a rehearsal schedule will be sent out. Rehearsals will be held the week of the show. Students are expected to attend all rehearsals as it is their last chance to clean up, make changes, and polish their dances. One missing person can upset the balance of the spacing. If you are not present at rehearsal, there is a possibility that you will not be in certain parts of the dance.

Referral Credit

Know someone interested in dance? Refer them to Happy Feet Dance Studio and earn a \$20 tuition credit when they enroll!*



*Valid for new dancers only. Must list referral name when registering. Credit applied when registration fee and first month's tuition are received.

Happy Feet Dance Studio **BIRTHDAY PARTIES**



40 minutes dance instruction
40 minutes of craft and/or obstacle course*
40 minutes of free time for cake, presents,
etc.

Clean-up provided

All party participants will receive a certificate
for one free dance class at the end of the
party (to be used within one year of the party
date).

*Obstacle course available for additional fee

Contact Us

thehappyfeetdancecompany@gmail.com

www.happyfeetdanceco.com



Happy Feet Dance Company is on social media! Check it out and don't forget to **LIKE** and **FOLLOW US!**



**Happy Feet
Dance Company**



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