



# PREMIER

BALLROOM & DANCE ACADEMY

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**Parent & Student Handbook**

*2024-25 Dance Season*





# OUR MISSION STATEMENT

To inspire youth to become high level dancers, and empower them with the important life skills of teamwork, dedication, respect and leadership.

## PREMIER FOUR CORE VALUES

**Dedication** - This describes someone who isn't afraid to put in the time and effort necessary to not only complete projects but excel in the process. They are passionate, punctual, accountable, persistent, and seek continuous self improvement. Their perseverance is contagious and inspires others to do the same.

**Teamwork** - This is someone who you always want on your side. They consistently look for opportunities to uplift people through: collaboration, helpfulness and conspicuous service. When working with this person you are always able to create something much greater than you could without them.

**Respect** - This describes someone who is kind, friendly, courteous, and always maintains good etiquette. They value everyone and treat others with dignity and professionalism. You will find this person seeking to include outsiders and uplift the downtrodden.

**Leadership** - This person has high integrity and acts the same no matter the situation or who they are around. They are not two faced. Rather, they are genuine, honest, organized, seek to provide direction and encourage others to perform to the best of their abilities. They aren't afraid to take initiative and elevate others by fulfilling responsibilities with a positive attitude.



# FALLSEMESTER

**August 5-8:** Medley/Showcase/All Ladies Teams Boot Camps

**August 17:** Open House with \*Free Classes\*

**August 24:** Required Rehearsals & Season Kick Off Pizza Party

**August 26:** First Day of Competition Team Classes

**September 2:** Labor Day - Studio Closed

**September 3:** First Day of Performance/Recreational Classes

**September 7:** Mandatory Comp Teams Parent Meeting

**September 14:** All Ladies Teams Extra Rehearsals

**September 20-21:** Beehive DanceSport Classic Competition

\*All Ladies Comp Teams Compete\*

**October 17-18:** Fall Break - Studio Closed

**October 31:** Halloween - Studio Closed

**November 27-29:** Thanksgiving Break - Studio Closed

**December 6:** Dress Rehearsal at Studio 3:30-6pm

**December 7:** Festival of Trees & Senior Center Performances

**December 10:** North Pole Exchange Shopping Event

**December 13:** Studio White Elephant Gift Exchange & Service Project

**December 16-19:** End of Semester Class Parties, In class Performances for Ballet, Little Rubies Dance, & Tumbling

**December 23-January 6:** Winter Break - Studio Closed

# WINTER/SPRING SEMESTER

**January 11:** Synergy DanceSport Festival

\*All Medley, Showcase, & Ladies Comp Teams Compete

**January 20:** Martin Luther King Jr Day - Studio Closed

**January 24-25:** Provo High DanceSport Festival Competition

\*Yth/Jr Showcase & Jr/PT Medley Teams Compete

**February 7 or 8:** Tentative Workshop Day

**February 14:** Adult Sweethearts Dance \*Youth Tour Fundraiser\*

**February 17:** President's Day - Studio Closed

**February 28-March 1:** UVU Winter DanceSport Festival

\*All Medley, Showcase, & Ladies Comp Teams Compete

**March 11-15:** BYU Nationals Competition

\*Junior & Pre-Teen Medley Gold Teams Compete

**March 31-April 4:** Spring Break - Studio Closed

**April 12:** Team Photo Day (tentative date)

**April 18-19:** Extreme DanceSport Invitational

\*All Medley, Showcase, & Ladies Comp Teams Compete

**April 25:** Last Day of 2024-25 Dance Season

**April 26:** Rubies & Ballet Classes In-Studio Performances

**April 28:** Medals Exams

**April 30:** End of Year Banquet & Awards Night

**May 3rd OR 10th:** Elementary School Performance

End of Year Spring Showcase

**May 5-9 & 12-16:** Audition Prep Classes

**May 17:** Auditions for the 2025-26 Dance Season

**May 22:** Last Day of School

**June 1-7, 2025:** Youth Tour Rehearsals

**June 8th-21, 2025:** \*Possible\* Youth Tour Dates

# 24/25 COMPETITIONS

## **Junior & Pre-Teen Gold Medley Teams:**

January 11, 2025: Synergy DanceSport Festival

January 24-25, 2025: Provo High DanceSport Festival

February 28-March 1, 2025: UVU Winter DanceSport Festival

March 11-15, 2025: BYU Nationals

April 18-19, 2025: Extreme DanceSport Invitational

## **Youth & Junior Showcase Competition Teams:**

January 11, 2025: Synergy DanceSport Festival

January 24-25, 2025: Provo High DanceSport Festival

February 28-March 1, 2025: UVU Winter DanceSport Festival

April 18-19, 2025: Extreme DanceSport Invitational

## **All Ladies Showcase Competition Teams:**

September 20-21, 2024: Beehive DanceSport Classic

January 11, 2025: Synergy DanceSport Festival

February 28-March 1, 2025: UVU Winter DanceSport Festival

April 18-19, 2025: Extreme DanceSport Invitational

## **Pee Wee Showcase Competition Team:**

January 11, 2025: Synergy DanceSport Festival

February 28-March 1, 2025: UVU Winter DanceSport Festival

# STAY INFORMED

Please read this packet and mark your calendar with our important upcoming dates!



In addition to regular e-mail communication, we use the BAND app for studio and team/class specific announcements. To connect into our studio channels, please download the app and join our channel with the following link or QR code:

<https://band.us/n/aeafA1HbYOz9H>



Follow us on Social Media!



Premier Ballroom and Dance Academy



@premierballroomdanceacademy

Please note, team coaches and class teachers will only be able to address issues or questions that are specific to their classes. For any additional concerns that do not directly involve the coach of the team or teacher of a class, please contact us via e-mail at [premierballroomacademy@gmail.com](mailto:premierballroomacademy@gmail.com) and the owner and director of Premier Ballroom & Dance Academy, Krista Derington, will respond directly and give guidance on how to address whatever the situation may be.

## GENERAL STUDIO POLICIES

No food is ever allowed in the dance studios. Please keep all food in the lobby. Students are allowed a water bottle in the studios.

NO NUTS OR NUT PRODUCTS are allowed within the studio premises. We have several students with severe nut allergies and we want Premier to be a safe place for them to be.

Please do not drop students off more than 15 min early to class. Please be courteous and pick up students on time. If your student is in the last class of the day, you need to pick them up promptly when class ends.

Our parking situation is not ideal. We are allowed 6 parking spots out in front. You are not allowed to park in any other spaces besides ours before 5pm. After 5pm you are welcome to park in our neighbor's spot (end of building). You are not allowed to wait and block other cars from entering the parking lot. If it's a quick pick up, that is fine. If we see you sitting and waiting longer than 5 minutes we may need to ask you to leave and wait somewhere else.

Every year, all dancers or their parent/guardians must agree to the following policies in their Parent Portal login:

- Assumption of Risk
- Release of Liability
- Medical Emergencies
- Photography/Video/Social Media Release



# STUDENT CONDUCT

## Behavior:

BE KIND. Premier does not tolerate bullying, meanness, and gossiping. If you already participate in these activities, this studio is not for you. We take this seriously and will dismiss a student and/or parent from the studio if needed.

Premier students will not participate in anything illegal. Doing so may be cause for immediate removal from Premier. (Drugs, alcohol, cigarettes, and shoplifting are some examples) If needed, a parent/dancer/teacher meeting will be scheduled.

## Cell Phones/Other Media:

No cell phones, Kindles/tablets, Gameboys, or electronics of any kind should be out in the dance studios. If any of these items are used during class time, they will be taken by the instructor and will need to be picked up by the parent.

## Rehearsal Etiquette:

Students should make it a habit to be on time to all rehearsals. This shows respect for both the coach and their fellow team members. If you know in advance that there will be an issue with a particular rehearsal, please notify your coach, NOT Krista.

# PARENT CONDUCT

## Behavior:

BE KIND. We expect our students to refrain from bullying, meanness, and gossiping, and learning to avoid these behaviors begins at home. Please set a good example for your dancer with how you speak and act toward other members of our Premier dance family.

## Volunteering:

Each family is required to aid in set-up/take down OR provide a chaperone at a competition, outside performance, etc. Performance team families need to assist with at least one event and competition team families need to assist with at least two events.

## Communication:

We want our dancers to get the most out of their dance education, which means that our teachers need to be able to focus on their classes. If you have questions or concerns, please e-mail or text your dancer's coach and avoid interrupting rehearsals. If you would prefer an in-person meeting, please work directly with the coach to schedule a time for that.

# TUITION INFORMATION

Tuition is based on Premier's hourly sliding scale, which can be viewed below. Monthly tuition is due by 5th of each month to avoid \$10 late fee, or can be paid by semester to receive a small discount. Full semester payments are due by September 5, 2024 for the Fall semester, and January 5, 2025 for the Winter semester. Premier also offers a 3rd sibling discount.

Should a student miss classes there will be no tuition credits or refunds. Additionally, there are occasionally team related workshops, boot camps, etc that the members of that team will be responsible for, regardless of their ability to attend. This is a team sport and everything is budgeted for the year with the understanding that all students will be able to attend and all of these costs are designed to be evenly split amongst all team members.

PREMIER Tuition Scale 2024-2025				
Hours Per Week In Studio	Monthly Tuition	Semester Tuition	*Discounted Semester Tuition	3rd+ Sibling *Discounted Semester Tuition
0.50	\$40	\$160	\$148	\$120
0.75	\$55	\$220	\$204	\$165
1	\$65	\$260	\$241	\$195
1.25	\$80	\$320	\$296	\$240
1.5	\$90	\$360	\$333	\$270
1.75	\$100	\$400	\$370	\$300
2	\$105	\$420	\$389	\$315
2.5	\$120	\$480	\$444	\$360
2.75	\$125	\$500	\$463	\$375
3	\$130	\$520	\$481	\$390
3.5	\$145	\$580	\$537	\$435
4	\$160	\$640	\$592	\$480
4.5	\$170	\$680	\$629	\$510
5	\$180	\$720	\$666	\$540
5.5	\$185	\$740	\$685	\$555
6	\$190	\$760	\$703	\$570
6.5	\$195	\$780	\$722	\$585
7	\$200	\$800	\$740	\$600
7.5	\$205	\$820	\$759	\$615
8	\$210	\$840	\$777	\$630
8.5	\$215	\$860	\$796	\$645
9	\$220	\$880	\$814	\$660
9.5	\$225	\$900	\$833	\$675
10	\$230	\$920	\$851	\$690
10.5	\$235	\$940	\$870	\$705
11	\$240	\$960	\$888	\$720
11.5	\$245	\$980	\$907	\$735
12	\$250	\$1,000	\$925	\$750
12.5	\$255	\$1,020	\$944	\$765
13	\$260	\$1,040	\$962	\$780



# ATTENDANCE POLICY

Dance is a group effort. Students should make every effort to be in class unless they are sick and contagious. In the event that a dancer is not able to come to class, tuition will not be pro-rated or refunded.

For competition and performance groups:

If a student misses rehearsals three times in a row or the week before the performance/competition, they potentially forfeit their spot in the choreography and may be reassigned as an alternate. This is left up to the discretion of our coaches and director. We understand there are extenuating circumstances and it is up to the parent (NOT STUDENT) to communicate this with the coaches and director so that an appropriate decision can be made.

# WITHDRAWAL POLICY

To avoid charges, participants must provide written notice of cancellation or withdrawal at least 30 days prior to the next billing date via email to [premiershayla@gmail.com](mailto:premiershayla@gmail.com) or in person to 967 McCormick Way, Suite 2, Layton, UT. For example, if your next billing date is September 1, notice must be received by August 1 to avoid being charged for September. For monthly payments, the credit card on file will not be charged for the following month if the 30-day notice is given; otherwise, the participant will be charged for the upcoming month, and the cancellation will take effect the following month.

For semester payments, no charges will apply for the next semester if the 30-day notice is given before its start; otherwise, the participant will be charged for the upcoming semester with no refunds for partial semesters. Refunds are not issued without the required 30-day notice, and any pre-paid semester refunds are considered case-by-case. The cancellation or withdrawal becomes effective 30 days from the receipt of the notice. For questions, e-mail us at [premiershayla@gmail.com](mailto:premiershayla@gmail.com) or [premierballroomacademy@gmail.com](mailto:premierballroomacademy@gmail.com). By enrolling, you agree to this policy.

Exceptions to this policy made be made for medical reasons with doctor's documentation.

**\*\*\*Additional policies may be found at the end of this handbook\*\*\***

# ADDITIONAL FEES

## **Registration Fee:**

A \$35 per dancer (\$10 per additional performance and competition team) non-refundable annual one-time registration is due upon signing up. This fee helps cover non-tuition related essentials such as studio insurance, studio management and communication software, etc.

## **Costume Fee:**

There is a non-refundable one-time annual costume rental fee for dancers in all classes except the Rubies Combo Dance, Rubies Tumbling, and Ballet Technique classes. This fee helps cover costume construction, repairs, and maintenance (cleaning, storage, etc). The costume fees are due by August 1, 2024 and are as follows:

Junior Medley Gold Ballroom Team: \$150

Pre-Teen Medley Gold Ballroom Team: \$125

Youth Showcase Competition Ballroom Team: \$110

Junior Showcase Competition Ballroom Team: \$110

Pee Wee 1st-3rd Showcase Competition Ballroom Team: \$55

Ladies Varsity & Junior Varsity Diamond Competition Team: \$95

Ladies Teen Sapphire Competition Team: \$95

Ladies Amethyst Competition Team: \$95

Junior High/High School Ballroom Performance Team: \$65

Elementary 4th-6th Ballroom Performance Team: \$55

Elementary/Junior High All Ladies Ballroom Performance Team: \$55

Special Needs Performance & Olympic Team: \$65

Funk Hip Hop Crew: \$55

Jazz I & II Performance Classes: \$60

## **Christmas Performance Fees:**

A \$15/dancer Christmas performance fee will be due near the end of Fall Semester, by December 5, 2024, for dancers in all classes except the Rubies Dance/Tumbling and Ballet Technique classes. This fee goes toward paying our instructors for their time in assisting your dancers with their performances (whether in-studio or community performance).

## **Spring Concert Fee:**

**ALL Competition & Performance Dance teams (except Rubies Dance Classes):** An \$80/first dancer & \$15/additional dancer concert fee will be due at the beginning of Spring Semester, by January 5, 2025. This fee also gives each dancer: 1 student ticket to the end of year banquet, helps cover the cost of the performance venue, our professional videographer & 4 complimentary tickets to use in 1st or 2nd show (tickets can be split between shows!)

**Rubies Dance Class Concert Fee:** Rubies Dancers have the OPTION to participate in Spring Concert. It is \$95 to participate, and this fee includes the cost of a costumes they get to keep. This fee also gives each dancer: 1 student ticket to the end of year banquet, helps cover the cost of the performance venue, our professional videographer & 4 complimentary tickets to use in 1st or 2nd show (tickets can be split between shows!)

# ADDITIONAL FEES

## **Competition Fee:**

There is a one-time competition fee for dancers participating in all competition teams. This fee is due by December 5, 2024 for partnered teams and by September 5, 2024 for All Ladies teams and it helps cover the cost of team competition registration fees, costume manager hours, and the team coach's attendance at the competitions. The competition fees are as follows:

Junior Medley Gold Ballroom Team: \$90

Pre-Teen Medley Gold Ballroom Team: \$90

Youth Showcase Competition Ballroom Team: \$90

Junior Showcase Competition Ballroom Team: \$90

Pee Wee Showcase Competition Ballroom Team: \$65

All Ladies Showcase Competition Teams: \$90 \*Due September 5th\*

-Ladies Varsity Diamond      -Ladies Junior Varsity Diamond

-Ladies Teen Sapphire      -Ladies Amethyst

## **Late Fees:**

All fees are due by their listed deadlines unless an alternative payment plan has been worked out with owner/director Krista Derington in advance. Any accounts that have past due balances may be subject to a \$10 late fee per family.

## **Other Fees:**

Students will need to invest in dance clothing and performance essentials. A list of those essentials is provided towards the end of this document. Those who wish to do so may join in on our studio bulk order at the beginning of the season. Available items for order include team jackets, Premier t-shirts, Premier bags, and competition items such as pants, skirts, syllabus outfits, tail suits, smooth vests, make-up, dance shoes, etc.

## **Payment Methods:**

Premier uses a secure on-line merchant platform called JackRabbit to bill and keep track of student/family accounts. All students are required to sign into their account and sign our on-line waiver once they have been placed on a team for the 2024-2025 season. Students/Families are welcome to make payments on-line through their JackRabbit account with a credit/debit card, and are required to save their payment information to be automatically billed for monthly/semester tuition, workshops, merchandise, etc (families may choose to pay via cash or check prior to the monthly due date. Between the 1st-5th of the month. Cards are automatically charged on the 6th of each month). There is an approximately 3% merchant/convenience fee when credit cards are charged. Payments made via cash/check do not incur this additional fee. All class/team fees that are not paid by their due date may be assessed an additional \$10 late fee.

# STUDIO DRESS CODE

To maintain a professional environment here at PREMIER, we request that all dancers follow the PREMIER Ballroom & Dance Academy dress code requirements for Ballroom, Jazz, Ballet, & Littles classes. You can find additional details and specifics for each class on pages 12-13, following this page.

## **General Practice DanceWear Expectations:**

- Dancewear is to be laundered frequently and kept in good repair. **Please label your student's dancewear** and help them keep track of their belongings.
- Undergarments are not to be visible at all!
- No jewelry of any kind is allowed, except for small post earrings.
- Students should wear street clothes over their dance attire when entering and exiting the building.
- Dance shoes may not be worn outside! You may wear any color or version of the approved dance shoes specific to each class, but the color & brand used for the performances may be best to practice in.
- Please see specifics for each dance class, performance and competition team dance clothing requirements on pages 12-13.

The clothing the dancers wear can either inhibit or enhance their dancing and our ability as teachers to offer them the highest quality instruction, which is why we adhere to a strict dress code.

## **General Practice Hair Style Guidelines:**

For all dances with long hair, a low ponytail or half-ponytail is required for all classes. Ladies with short hair must keep it pulled back away from the face by using a headband or hair clips & bobby pins.

Gentlemen should style & groom their hair to where it won't be in their face.

## **Workshop/Guest Choreographer Dress Guidelines**

We expect dancers to come dressed in presentable dance clothing they would typically wear in class to special workshops or when working with guest choreographers.

# BALLROOM DRESS CODE

## **Elementary, Junior High, & High School Showcase & Medley Ballroom Teams:**

Ladies Attire: Ladies should wear a black t-shirt, or leotard with black leggings/long shorts with a skirt. No jeans, bare midriffs, or spaghetti strap tank tops will be allowed. Hair should be pulled back into a low ponytail, braided into a low ponytail, or put into a bun (please no free flowing hair).

Gents Attire: Gents should wear black pants and a white shirt. No jeans or tank tops will be allowed.

Shoes: Dancers should regularly wear the shoes they plan on performing in, especially in the two weeks leading up to a competition/performance. Practice shoes are allowed within reason.

## **All Ballroom Performance Teams & Pee Wee Teams:**

Ladies Attire: Ladies should wear attire that is fitted and comfortable. Leotards and skirts are welcome, but not required. No jeans, bare midriffs, or spaghetti strap tank tops will be allowed. Hair should be pulled back into a low ponytail, braided into a low ponytail, or put into a bun (please no free flowing hair).

Gents Attire: Gents should wear attire that is fitted and comfortable.

Shoes: All dancers should wear the shoes they will be performing in.

## **Theatre Arts Team:**

Ladies Attire: Ladies should wear a black thick strap tank top leotard and black leggings. No jeans, bare midriffs, or spaghetti strap tank tops will be allowed. Hair should be pulled back into a low ponytail, braided into a low ponytail, or put into a bun (please no free flowing hair).

Gents Attire: Gents should wear black pants and a white shirt. No jeans or tank tops will be allowed.

Shoes: Dancers should regularly wear the shoes they plan on performing in, especially in the two weeks leading up to a competition/performance. Practice shoes are allowed within reason.

## **All Ladies Showcase & Performance Teams:**

Attire: Ladies should wear a black t-shirt OR leotard and black leggings/long shorts. No jeans, bare midriffs, or spaghetti strap tank tops will be allowed. Hair should be pulled back into a low ponytail, braided into a low ponytail, or put into a bun (please no free flowing hair).

Shoes: Dancers should regularly wear the shoes they plan on performing in, especially in the two weeks leading up to a competition/performance. Practice shoes are allowed within reason.





# JAZZ, BALLET, & LITTLES DANCE CLASS DRESS CODES

## **Little “Rubies” Classes:**

Attire: Dancers/Tumblers should wear attire that is fitted and comfortable. We recommend black leggings and a fitted tank top for girls, and dark colored shorts and a t-shirt for the boys. No bare midriffs allowed. Since this age of dancers often needs to visit the bathroom we want their clothing to be easy for bathroom visits. Please save the cute leotards and tights for performance days.

Shoes: Canvas split-sole ballet shoes in pink for the ladies and in black for the gents (Jazz shoes are also welcome for the boys). Shoes are NOT needed for tumbling.

## **Jazz & Special Needs Dance Classes:**

Attire: Dance attire that is fitted and that you are comfortable dancing in. Tops such as tank top, dance top or fitted Tee-shirts, etc. Bottoms may be long shorts, dance pants that don't go past their feet, or capri/long short length pants (Please no super short “Booty Shorts”). Tights are not required.

Shoes: Bloch Phantom Jazz Shoes in Tan (for Jazz) & Black (for Special Needs). No wearing socks only.

## **Ballet Classes:**

Ladies Attire: Any color leotard with pink tights (preferred) or a form fitting t-shirt and form fitting bottoms such as bike shorts or leggings (not ideal but allowed). Ballet style skirts may be worn during choreography practice at the direction of the teacher. Hair must be worn off the face (ballet bun preferred) to accommodate quick turns and leaps.

Gents Attire: Any color form fitting t-shirt and black form fitting pants/shorts.

Shoes: Canvas split-sole ballet shoes in pink for the ladies and in black for the gents. Gentlemen may also choose to wear jazz shoes.



# PERFORMANCE ESSENTIALS

## **Little's Classes Performance Essentials:**

Students in our Little Classes will have a few in-class performances throughout the dance season to showcase what they have been learning. They also have the option to perform as our pre-show before the End of Year Spring Concert.

**In-Class Performance attire:** For the girls is a pink/black leotard, a pink/black ballet skirt, pink tights, and the light pink canvas ballet shoes they have been wearing for classes. Performance attire for boys in these classes is a white shirt and dark shorts/pants and the black canvas/Jazz dance shoes they have been wearing in class. These costume basics will be enhanced by Premier at with small props, scarves, and/or headpieces at no additional expense.

**Spring Concert Performance attire:** Your spring concert fee will include a costume for your little! We will ask for sizing and order costumes.

## **Jazz Classes Performance Essentials:**

- A nude colored leotard to be worn under costumes
- Bloch Phantom Jazz Shoes in Tan
- Colored tights that match their skin color (OR color suggested in links we send out)
- Team Jacket OR Premier shirt to be worn at performance venues
- Performance make-up and hair styling tools (Page 17 & 18)

## **Ballet Classes Performance Essentials:**

- A nude colored leotard to be worn under costumes
- Light pink tights
- Pink split-sole canvas ballet shoes
- Team Jacket OR Premier shirt to be worn at performance venues
- LipSense Color in Fly Girl & Clear Gloss
- Performance make-up and hair styling tools/products (Page 17 & 18)

Performance essentials for gentlemen in the Ballet I & II Classes include:

- Black split-sole canvas ballet shoes OR black jazz shoes
- Black compression shorts
- Hair styling tools/products (Page 18)

## **Special Needs Performance Essentials:**

- Bloch Phantom Jazz Shoes in Black
- Black stretchy jazz pants or something similar
- Team Jacket OR Premier shirt to be worn at performance venues
- Performance make-up and hair styling tools (Page 17 & 18)



# PERFORMANCE ESSENTIALS

## **Pee Wee Ballroom Teams:**

Gentlemen:

- Basic black slacks (does not need to be latin pants)
- White button up shirt
- Matte Black Standard Ballroom Shoes
- Black Compression Shorts
- Premier shirt to be worn at competitions or performance venues
- Hair styling tools/products (comb, hair gel, etc) (page 17 & 18)

Ladies:

- Nude colored leotard
- Light Suntan transition tights
- Light/Nude color block latin heel ballroom shoes
- Premier shirt to be worn at competitions or performance venues
- Performance makeup and hair styling tools/products (Page 17 & 18)

## **All Ballroom Performance Teams:**

Gentlemen:

- Basic black slacks (does not need to be latin pants)
- White button up shirt for performances
- Matte black standard ballroom shoes
- Black Compression shorts
- Team jacket OR Premier Shirt for Performance venues
- Hair styling tools/products (page 17)

Ladies:

- Nude Colored leotard
- Light Suntan transition tights
- Team Jacket OR Premier Shirt to be worn at Performance venues
- Team Lip Color: Fly Girl LipSense with Glossy Gloss
- Performance makeup and hair styling tools/products (Page 17 & 18)
- Dance Shoes
  - Elementary Ballroom: Light Tan Block Latin Heel Ballroom Shoes
  - Jr/HS Ballroom: Dark Tan 2.2" Spanish Latin Heel Sandal

## **Elementary Pre-Teen Showcase & Medley Teams:**

Gentlemen:

- Black Latin Pants with Satin Stripe
- Matte black standard shoe
- Black Compression shorts
- Team jacket OR Premier Shirt for Performance venues
- Hair styling tools/products (Page 17)

Ladies:

- Nude Colored leotard
- Light Suntan transition tights
- Team Jacket OR Premier Shirt to be worn at Performance venues
- Performance makeup and hair styling tools/products (Page 17 & 18)
- Dance Shoes: Light Tan Block Latin Heel Ballroom Shoes



# PERFORMANCE ESSENTIALS

## All Ladies Showcase & Performance Teams:

- Nude Leotard
- Sparkly Team Earrings (Sent in link)
- Maple/Suntan transition tights (OR color suggested in link sent)
- Toffee/Dark Tan fishnets (OR color suggested in link sent)
- Dark Tan 2.2" Spanish Heel Latin Sandal OR 2.5" Flair Hell Latin Sandal (with teacher permission)
- Black shirt or leotard for team practices
- Angela Latin skirt
- Performance makeup and hair styling tools/products (Page 17 & 18)
- Tanning products for Competitions & Spring Concert

## Junior High & High School Showcase Ballroom Teams (Including Theater Arts):

### Gentlemen:

- Black latin pants with satin stripe
- White shirt for practices & competition warm up (can use Premier shirt)
- Black Latin shoes 1.5" heel
- Black patent leather ballroom shoes
- Tanning products for Competitions & Spring Concert (do not need to tan for Festival of Trees)
- Hair styling tools/products (Page 17)

### Ladies:

- Nude Colored Leotard
- Sparkly Team Earrings (Sent in link)
- Maple/Suntan transition tights (OR color suggested in link sent)
- Toffee/Dark Tan fishnets(OR color suggested in link sent)
- Dark Tan 2.2" Spanish Heel Latin Sandal
- Dark Tan 2.2" Spanish Heel Standard Dance Shoes
- Black shirt or leotard for team practices & Competition warm ups (can use Premier shirt)
- Angela Latin practice skirt (Not Theater Arts)
- Standard practice skirt (Not Theater Arts)
- Performance makeup and hair styling tools/products (Page 17 & 18)
- Tanning products for Competitions & Spring Concert (do not need to tan for Festival of Trees!)

## Junior High & High School Ballroom Medley Teams:

### Gentlemen:

- Black latin pants with satin stripe
- White Syllabus Shirt for practice and performances
- White shirt for practices (can use Premier shirt)
- Black Latin shoes
- Black patent leather ballroom shoes
- Tanning products for Competitions & Spring Concert
- Hair styling tools/products (Page 17)

### Ladies:

- Nude Leotard
- Sparkly Team Earrings (Sent in link)
- Maple/Suntan transition tights (OR color suggested in link sent)
- Toffee/Dark Tan fishnets (OR color suggested in link sent)
- Dark Tan Latin Sandal
  - 2.2" Spanish Heel style for Juniors
  - 2.5" Flair Heel style for High School Youth
- Dark Tan 2.2" Standard Dance Shoes
- Black shirt or leotard for team practices & competition warm ups.
- Angela Latin practice skirt
- Standard practice skirt
- Performance makeup and hair styling tools/products (Page 17 & 18)
- Tanning products for Competitions & Spring Concert (do not need to tan for Festival of Trees)



# HAIR INFO

## Ladies Hair Styles

Pee Wee Ladies: Half ponytail with curled hair

All other Ladies: Low seashell bun with “part over the heart” for all performances and competitions, unless otherwise instructed differently (Nationals will always be unique)

**\*NOTE:** If we decided to do a different hairstyle than what is listed above you will receive notice from your teacher/director via email.

Basic Seashell Style Bun Tutorial:

<https://www.youtube.com/watch?v=K72fXMvZSqM>

## Hair Supply List - Ladies:

- Hairnets: Smilco 100pcs Hair Nets in Brown  
([https://www.amazon.com/dp/B06WRT6R6M/ref=cm\\_sw\\_r\\_cp\\_api\\_fabc\\_8xRVFb6DZD98Z?\\_encoding=UTF8&psc=1](https://www.amazon.com/dp/B06WRT6R6M/ref=cm_sw_r_cp_api_fabc_8xRVFb6DZD98Z?_encoding=UTF8&psc=1))
- Bobby pins matching dancer’s hair color
- Hair pins matching dancer’s hair color
- TreSemme hair spray: this is a water based hair spray and allows hair to still be styled after use. This will be the hair spray used while styling the hair
- Got to be Glued hair spray: this is the final hair spray and should only be used once the hair is completely styled and performance ready. It is difficult to comb through once applied and will start to peel off with white specks if brushed/combed
- Comb & Boar Hair brush for smoothing out bumps
- Hair ties

## Gents Hair Styles

All gentlemen need to slick back their hair with a “part over the heart.” Dancers will find best results by using a hair gel and the Got to be Glued hair spray.

All High School medley team gents are required to keep their hair short and tidy. All other teams are allowed to have longer hair as long as it is adequately maintained. Dancers that have hair long enough to put in a ponytail should do so for all performances and competitions.



# MAKE-UP INFO



All dancers are **required** to wear LipSense Color and Gloss when performing or competing, because it will not transfer onto costumes. Dancers can purchase LipSense Color, Gloss and Remover through the studio if they do not have another person to purchase from.

Additionally, dancers may either purchase the following eye shadows through the studio or find a corresponding colors/palette.

## Performance and Competition Eyes:



Highlight:  
Under eyebrow  
Inner corner of eye



Eyelid



Contour:  
Outer corner of  
eye in "V" shape



Example Eye

## High School Medley Teams Eyes for Competitions:



Highlight:  
Under eyebrow  
Inner corner of eye



Eyelid



Contour:  
Outer corner of  
eye in "V" shape



Example Eye

## Lips:

All ladies dancers:  
Fly Girl LipSense



**Other Required Makeup:** Foundation, Black eyeliner, brown pencil or liquid product for brows, neutral/pink blush, and false lashes (False Lashes are optional for Pee Wees, Jazz I, Ballet I & Special Needs. Please wear mascara.)

# TANNING INFO



ALL competition teams are required to tan and to use products that do not transfer onto the costumes. Should a dancer use tanning products that transfer, that student will be expected to pay for the dry cleaning to remove it. There is a list of recommended products below, all of which should not transfer when used properly and should be applied days in advance of the competition/performance. These products are lotions that build depth of color with application of multiple layers over several days. They are not permanent and should not be applied on the day of the competition/performance. We recommend following their application instructions and showering the morning of a competition/performance to remove any excess product.

When not to tan:

- We do NOT require tanning for our Christmas performances
  - Pee Wee and Elementary Preteen dancers are NOT allowed to tan for any competitions, but we would like them to tan for Spring Concert.
- One to two coats will be plenty for this level.

## Recommended Products:



<https://a.co/d/h5a5FJq>

St. Tropez Bronzer  
Mousse Foam

Requires 1-2  
Applications



<https://a.co/d/4b5CCSk>

Banana Boat Self-  
Tanning Lotion

Requires 2-3  
Applications



<https://a.co/d/hBWI9DL>

Jergens Natural Glow  
Tanner Lotion

Requires 3-4  
Applications



**Professional Spray Tan**

Requires 1 Application



The following pages  
outline the official  
Premier Policies

# ATTENDANCE POLICY

## **Attendance Policy:**

To maintain the highest standards of performance and teamwork, we have established the following attendance requirements:

### 1. Class Attendance

Dancers are expected to attend all scheduled classes. If the dancers miss more than three classes during a semester, or the week before the performance/competition, they potentially forfeit their spot in the choreography and may be reassigned as an alternate. This is left up to the discretion of our coaches and director. Consistent attendance is crucial for the progress and cohesion of the team.

### 2. Notification of Absences

Parents must inform the teacher at least two days in advance if their child is going to miss a class, except in cases of illness or emergency. Notifications must come from the parent, not the child. Timely notification helps ensure that the teacher can plan accordingly and maintain the class's progress.

### 3. Competition Absences

If a dancer knows they will miss a competition, they must submit a conflict form at the beginning of the semester. This allows us to make necessary adjustments and maintain the integrity of our competition routines.

### 4. Illness and Emergencies

Exceptions to the notification requirement will be made for illnesses and emergencies. In such cases, please inform the teacher as soon as possible.

By adhering to this attendance policy, dancers contribute to the success and professionalism of our team. Thank you for your cooperation and commitment.



# PAYMENT POLICY

To ensure a seamless and efficient payment process, we require that all participants provide a valid Mastercard or Visa credit card (not a bank account card) to be kept on file. This information is securely stored and used only for authorized transactions as outlined in this policy.

For those opting to pay on a monthly basis, payments will be automatically processed on the 6th day of each month using the credit card on file and will be charged a 2.8% processing/surcharge fee. This method ensures timely payments and continuity of service without interruption.

We will accept cash or check between the 1st and 5th of each month, and on the 6th of the month cards will be processed and the option to pay with cash or check will be void for that month (we can apply the cash or check to the following month if you miss turning it in on time).

Participants who choose to pay for the entire semester may do so by card, check or cash. Payment for the semester must be received in full by the first day of the semester.

We offer the following discounts as a token of appreciation for your commitment and support:

-Semester Payment Discount: Participants who pay for the semester in full will receive a 7% discount on their total semester tuition.

-Sibling Discount: Families enrolling three or more siblings will receive a discount on tuition and the discount will be applied to the lowest tuition on the families account.

## Payment Terms and Conditions

Credit Card on File: By providing a credit card to be kept on file, you authorize Derington LLC, acting as Premier Ballroom and Dance Academy to process payments in accordance with the terms of this policy. It is your responsibility to provide a Mastercard or Visa credit card to ensure that the card information is up to date and has sufficient funds for transactions. Please note that all payments made by an approved credit card will be assessed a credit card processing fee (Credit card surcharge fee).

Automatic Monthly Payments: Monthly payments are processed automatically on the 6th day of each month and includes a 2.8% processing/surcharge fee . If a payment fails, you will be notified, and payment must be rectified within five business days to avoid service interruption and a \$15 late fee.

Check or Cash Payments: Semester payments made by check or cash must be received by the first day of the semester. We will accept cash or check for monthly payments between the 1st and 5th of each month, but on the 6th of the month cards will be automatically processed and the options to pay with cash or check will be void for that month (we can apply the cash or check to the following month if you miss turning it in on time). Please ensure that checks are made payable to Premier Ballroom Academy and delivered to 967 McCormick Way, Suite 2, Layton Utah, 84041.

Discount Eligibility: To qualify for discounts, payments must be made in full and on time. Discounts are not retroactive and cannot be combined with other offers or promotions.

## Refunds and Cancellations

Refunds are up to the discretion of the owner Krista Derington. We will always do our best to work with those asking for a refund. We can not give refunds if we hold a specialized workshop.

# CANCELLATION/WITHDRAWAL POLICY

To avoid charges, participants must provide written notice of cancellation or withdrawal at least 30 days prior to the next billing date via email to [premiershayla@gmail.com](mailto:premiershayla@gmail.com) or in person to 967 McCormick Way, Suite 2 Layton UT. For example, if your next billing date is September 1, notice must be received by August 1 to avoid being charged for September. For monthly payments, the credit card on file will not be charged for the following month if the 30-day notice is given; otherwise, the participant will be charged for the upcoming month, and the cancellation will take effect the following month.

For semester payments, no charges will apply for the next semester if the 30-day notice is given before its start; otherwise, the participant will be charged for the upcoming semester with no refunds for partial semesters. Refunds are not issued without the required 30-day notice, and any pre-paid semester refunds are considered case-by-case. The cancellation or withdrawal becomes effective 30 days from the receipt of the notice. For questions, e-mail us at [premiershayla@gmail.com](mailto:premiershayla@gmail.com) or [premierballroomacademy@gmail.com](mailto:premierballroomacademy@gmail.com). By enrolling, you agree to this policy.

Exceptions to this policy made be made for medical reason with doctor's documentation.

