

White Swan

A C A D E M Y

Student Handbook



TABLE OF CONTENTS

WHITE SWAN ACADEMY 2026–27 CALENDAR	1
STUDENT ETIQUETTE & CLASSROOM BEHAVIOR	2
CONTACT REFERENCE GUIDE	3
ONLINE FAMILY ACCOUNT (PARENT PORTAL)	3
NON-DISCRIMINATION STATEMENT	3
REGISTRATION & PLACEMENT	4
ATTENDANCE & ABSENCES	4
CLASS CANCELLATION	4
PICK UP/DROP OFF PROCEDURES & SECURITY	4
DRESSCODE	5
WSA POLICIES	5
TUITION PAYMENTS & ADDITIONAL FEES	6
PROGRESS EVALUATIONS & PLACEMENT	6
PRIVATE LESSONS	7
POINTE WORK	7
7 WAYS FOR PARENTS & FAMILIES TO GET INVOLVED AT WSA	7
2027 WSA ANNUAL REVUE/RECITAL	8
ACKNOWLEDGMENT	8

WHITE SWAN ACADEMY 2026-27 CALENDAR

** White Swan Academy mostly follows the Orange County Schools calendar.**
Calendar is subject to change

August

- 1 AUGUST TUITION DUE
- 10 CLASSES BEGIN
- 29 NUTCRACKER AUDITIONS

September

- 1 SEPTEMBER TUITION DUE
- 7 LABOR DAY (STUDIO CLOSED)

October

- 1 OCTOBER TUITION DUE
- 19-25 RECITAL COSTUME MEASUREMENT WEEK
- 26-31 WEAR YOUR HALLOWEEN COSTUME TO CLASS!

November

- 1 NOVEMBER TUITION DUE
- 1-15 RECITAL & COSTUME FEES DUE
- 23-29 THANKSGIVING BREAK (STUDIO CLOSED)

December

- 1 DECEMBER TUITION DUE
- 15-20 WEAR YOUR COZIEST PJS TO CLASS ALL WEEK!
- 5,13 & 19 NUTCRACKER PERFORMANCES!
- 20-31 WINTER BREAK (STUDIO CLOSED)

January

- 1 JANUARY TUITION DUE
- 1-3 WINTER BREAK (STUDIO CLOSED)
- 4 CLASSES RESUME!
- 11-16 DESIGN YOUR COSTUME WEEK
- 18 MLK DAY (STUDIO CLOSED)

February

- 1 FEBRUARY TUITION DUE
- 15 PRESIDENT'S DAY (STUDIO CLOSED)

March

- 1 MARCH TUITION DUE
- 23 RECITAL PROGRAM ADS DUE
- 15-19 SPRING BREAK (STUDIO CLOSED)

April

- 1 APRIL TUITION DUE
- 24 RECITAL VOLUNTEERS' MEETING (TBC)

May

- 1 MAY TUITION DUE
- 10-14 COSTUME PICTURE DAYS
- 31 MEMORIAL DAY (STUDIO OPEN)

June

- 5 DRESS REHEARSAL (TBD)
- 6 7TH ANNUAL RECITAL (TBD)

STUDENT ETIQUETTE AND & CLASSROOM BEHAVIOR

THE FOLLOWING ARE BASIC GUIDELINES FOR STUDENT CONDUCT IN THE DANCE STUDIO.

- Please do not talk while the teacher is talking. Questions are welcomed and indicated by the student raising his or her hand. This allows the maximum amount of progress to be made during class time.
- If you have an injury, please inform the teacher prior to the start of class.
- Bullying of any sort will not be tolerated.
- Please dress appropriately and come prepared for class.
- Please try to arrive on time so you are able to properly warm up. If you do arrive late, enter quietly and wait for the okay from your teacher to join the class. If you must leave early for any reason, please let your teacher know before class begins.
- Respect the dance space. Pick up trash. Keep your clothes tidy. Do not hang or slouch on the barre. Mirrors are not to be touched or played with.
- If you are sitting out of class, please remain attentive and engaged. We encourage students to keep a notebook to take notes if they are observing a class and to record corrections. Phones must be put away during classes.
- Please refrain from correcting others (that's the teacher's job).
- Use the restroom prior to class, so it won't interrupt your learning time.
- At the end of class, thanking your instructor shows appreciation and respect.

DO YOUR BEST, HAVE A POSITIVE ATTITUDE, AND MOST IMPORTANTLY
HAVE FUN!!!

** Continual disruption of the class may result in the student observing class, being escorted out of class, or being dismissed from the academy. **

**Follow us on social media for regular updates about what is happening at
WHITE SWAN ACADEMY:**

Facebook / Instagram: @whiteswanacademy

CONTACT REFERENCE GUIDE

Absences	Please notify instructor of your child's absence BEFORE class (if possible)	Text: 407.502.0255
Billing	Questions/concerns regarding tuition and all other charges	Email: info@whiteswanacademy.com
Classroom Issues	Academic, social, or emotional issues, questions, concerns, or suggestions	Email: info@whiteswanacademy.com
School Closures	Check our Social Media Pages Facebook/Instagram	
	PLEASE REFRAIN FROM CONTACTING TEACHERS THROUGH PERSONAL EMAIL OR CELL PHONES.	

ONLINE FAMILY ACCOUNT (PARENT PORTAL)

Once you are in our system (registered at any time for a class or camp), you can access your Family Account and see all enrollment, charges, payments, class schedules, notes from the teacher, etc., on our secure server. This is also where you will register for future camps or classes. There is a button for Online Store to check out the extra items we have to offer.

NON-DISCRIMINATION STATEMENT

WHITE SWAN ACADEMY does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

REGISTRATION AND PLACEMENT

Dancers ages 18 months to 6 years old are admitted and placed in appropriate classes based on age/birth date. Students must have reached the age requirement by September 1. There are no exceptions. Young students (excluding Dance with Me) must be potty trained and developmentally ready to participate in a dance class with other students.

Students ages 7 and up will be evaluated prior to enrolling in our Dance Program. A placement class recommendation will be made by the Academy's Director or WSA faculty. Placement is final unless otherwise noted.

ATTENDANCE & ABSENCES

Dance is a physical activity that requires consistent weekly training to establish muscle strength and muscle memory. To ensure that your student is progressing in their ballet technique at the utmost potential, proper attendance is required. Absences and tardiness can have a negative impact on the student as well as the rest of the class. Parents/Guardians are encouraged to report all absences prior to class time, which will ensure the opportunity for a make-up class. Absences may be reported by texting 407.502.0255. Excessive absences might affect your participation in dance parts or class in general. If a new choreography is missed, absent dancers will have to schedule a private lesson to catch up.

CLASS CANCELLATION

In the event of weather-related or other unexpected catastrophes, White Swan Academy will follow the decisions of Orange County Schools. Classes missed due to national holidays or weather emergencies will not be rescheduled. Students may take a make-up class in the same or a lower level class on an alternate day during the first semester.

If there are only two students in attendance, the class will be reduced to half of the scheduled time. If there is only one student in attendance, class will be canceled; that student is eligible for any make-up class at an equal or lesser level. Families will be notified of any class cancellations by email and a phone call to the phone number on the family account.

PICK UP/DROP OFF PROCEDURES & SECURITY

- Students must arrive (dressed and ready to dance) 10 minutes prior to the start of class. Parents of children under the age of 4 are strongly encouraged to remain in the lobby while their child is in class. Teachers cannot leave the students in the studio unattended in order to escort a young dancer to the restroom facilities. For the safety of your student, please pick him or her up immediately after class ends. There is a 15-minute grace period for pick up after class. It is mandatory for dancers under the age of 12 to remain inside the studio until their parents come inside to meet them. Older students pick up arrangements are their families' responsibility. White Swan Academy is not responsible for children's safety beyond the Academy's premises.
- All White Swan Academy students will be asked to arrive and leave the building in cover-up clothing.
- No ballet shoes are allowed outside the building or in the parking lots. To protect our marley floors, no "street shoes" are allowed in the studios.
- Safety and comfort are always of utmost importance, so please choose what fits your family's comfort zone!

DRESS CODE

The dress code rules are established for the purpose of showing full and clean classical ballet line so the teacher is able to give dancers the best correction and instruction possible.

The WSA Uniform is required for all WSA Ballet Classes.

Any color leotard is allowed for other dance-style classes.

Uniforms are provided by NSTYL Performance Wear:

4241 LB McLeod Rd, Ste A, Orlando Phone : 407-418-1275

Dance with Me and Little Swans:

Pink Leotard with Tutu attached. Ballet shoes or socks are allowed. Family members are asked to wear yoga socks. No street shoes in the studio!

Primary Ballet Levels:

White leotard with tutu attached, pink tights, pink canvas or leather ballet shoes for ballet, black or tan tap shoes for tap, hair pulled back neatly in a bun. No street clothing.

Ballet Prep Levels:

Burgundy WSA Uniform Leotard and a matching skirt, pink tights, pink canvas or leather ballet shoes

Ballet Elementary:

Lavender WSA Uniform Leotard and a matching skirt, pink tights, canvas ballet shoes

Ballet Intermediate:

Gray WSA Uniform Leotard and a matching skirt, pink tights, canvas ballet shoes, pointe shoes

Ballet Advanced:

Black WSA Uniform Leotard and a matching skirt, pink tights, canvas shoes, pointe shoes

Junior Ballet:

dark Purple WSA Uniform Leotard and a matching skirt, pink tights, canvas shoes

WSA POLICIES

By following these policies and rules, you will provide yourself and everyone in the studio the most beneficial dancing and learning environment possible.

- Dancers should wear some cover-up clothes over dance uniforms.
- Unless an emergency arises, we ask that you call or email the school office with any questions that you may have. Many of the dance instructors teach back-to-back classes and may not have time before or after classes to have discussions with parents. We make it our goal to have all classes start on time so students get the benefit of a full class.
- Parents are responsible for the behavior and safety of their children. Siblings and friends brought into the building are to be monitored at all times.
- When registering for a class, you are asked to sign a photo release to allow WSA to use photographs of your child or yourself as students or former students for publicity, administrative, or advertising purposes. If you prefer not to allow us to use photographs of your or your child, you may submit a notice to us in writing.
- WSA is not responsible for any lost clothing or items. There is a lost and found located in the lobby. Please check it periodically if you have lost or misplaced any valuables.
- There is zero-tolerance for inappropriate behavior in or outside of the classroom. If this general etiquette is not followed, the teacher has the right to dismiss the dancer from class.
- The use of alcohol, cigarettes, and illegal substances is strictly forbidden at WSA. Students in violation will be dismissed immediately.

TUITION PAYMENTS & ADDITIONAL FEES

Annual Registration Fee per family: \$85

Tuition will be posted to your account by the 25st of the month and Auto-Drafted on the 1st of the month. Students will be dropped from all classes if tuition is not paid by the 30th of the month.

Late Fee:

A late fee of \$25 will be added if tuition is not paid in full by the 10th of the month.

Costume Fees:

\$90 fee (Primary Ballet)

\$110 fee (Ballet Prep, Ballet Tech Levels, Jazz, Tap, Lyrical, Contemporary, Acro)

The costume fee is non-refundable.

Recital Fee:

A non-refundable \$150 (\$85 for each sibling)

The recital fee is non-refundable and goes to the cost of recital overhead.

PROGRESS EVALUATIONS & PLACEMENT

A note about student progression: All placement decisions made by the instructor are based on class participation, attendance, progress, ability, and consistency. In dance training, it is not unusual to spend several years in one level in order to properly assimilate all the necessary material. Each student has an individual rate in which they will progress physically and mentally. We must see that a child's physical development matches the requirements of the next level's syllabus before moving them up. Please respect the instructor's knowledge of where your child should be placed in each year of their dance training. The School Director and instructors of WSA want to further your child's training as a dancer at a safe rate in order to protect their young bodies and allow them to enjoy dance for many years to come.

If you have any questions or concerns about your child's placement, you can schedule a phone or in-person meeting with the teacher and administrative school staff by contacting info@whiteswanacademy.com

Over the phone or in-person evaluation conferences will be available upon request.

Please contact:

info@whiteswanacademy.com or 407.502.0255 to set up an appointment.

POINTE WORK

It is necessary to be cautious and conservative with the age at which a dancer begins training on pointe. Starting a student on pointe is left to the instructor's discretion, as it can be dangerous to start a student on pointe too early. It is customary that by the age of 10-12, if the student is strong enough physically and advanced enough technically, she may begin pointe work. The student must have a thorough understanding of proper body alignment as well as ankle, foot, leg, and abdominal strength to prevent injury or the development of chronic conditions such as tendonitis. A student who begins pointe work too early may also develop bad habits in an effort to stand on pointe when they are not strong enough to do it properly.

PRIVATE LESSONS

Private lessons may be scheduled with any of WSA's faculty. Booking and payment must be made through your online account prior to the start of the private lesson.

24-hour cancellation required to receive a full refund.

7 WAYS FOR PARENTS & FAMILIES TO GET INVOLVED AT WSA

1. Keep dance class fun! Let dance always be a positive part of your day.
2. Ask your child what they did each week and have them demonstrate or even teach you.
3. Expose your child to dance in other ways such as attending dance performances (especially WSA The Nutcracker Story!) or reading a biography on an important dance figure.
4. Encourage your child to study music. This will heighten their musicality in any dance class.
5. Make sure your child arrives on time and is prepared for class.
6. Volunteer backstage to learn what it takes to be a part of the show.
7. Help your dancer stay healthy. Stay active outside of dance class, offer healthy snacks before class, and get plenty of sleep.

2027 WHITE SWAN ACADEMY ANNUAL RECITAL

Venue: Windermere High School

Date: June 5/6 (TBD)

with a mandatory Dress Rehearsal prior to the show

Expenses:

Costume Fees:

\$90 (Primary Ballet)

\$105 (Ballet Prep, Ballet Tech Levels, Jazz, Tap)

\$105 (Lyrical, Contemporary, Acro)

Recital Fee - \$150 (Sibling \$85)

Recital Tickets -\$35-45

Professional Recital Video included in recital fee.

*Prices are subject to change.

Recital expenses are non-refundable. All costumes paid for will be given to the families to keep*

Opportunity to sponsor talented student

White Swan Academy values are to nurture and support young talents and make a significant impact in the world of dance one student at the time. If you are passionate about the art, and would love to help out financially to empower talented young dancers, we would love to arrange a meeting or call to discuss the opportunity further.

In return for your generous sponsorship, we would recognize your business by displaying your company's logo on our website, social media platforms, and any marketing materials related to WSA.

Your support can make a lasting impact on someone's future and help them fulfill their potential as a dancer.

Please feel free to contact us at 407.502.0255 or info@whiteswanacademy.com to arrange a meeting or to address any questions you may have.

By attending classes at WSA you acknowledge that you have completely read and fully understand all the information in the White Swan Academy Student Handbook.