

BURNT HICKORY *Dance*

STUDENT & PARENT HANDBOOK

Please keep for your records while your child is dancing with Burnt Hickory Dance



"HOW BEAUTIFUL ARE THE FEET OF THOSE
WHO BRING THE GOOD NEWS."

ROMANS 10:15

BURNT HICKORY DANCE HANDBOOK

2025/2026 EDITION

TABLE OF CONTENTS

Welcome	3
Mission Statement	3
Student Placement	3
Fees & Schedules	4
Withdrawal Policy	5
Attendance	6
Arrival & Pick-up	7
Website, Facebook, Instagram	8
Parent Portal	8
End of Year Performance	8
Parent Observations	9
Parent/Teacher Consultations.....	9
Student Guidelines.....	9
Parent Guidelines	10
Dress Code	11
Shoes: The Dancer's Tools	15
Hair	16
Snacks & Breaks	17
Closing	17

WELCOME TO BURNT HICKORY DANCE

We are so glad you're here! At Burnt Hickory Dance, our heart is to provide excellent training in a Christ-centered, encouraging environment where every dancer can grow in skill, confidence, and joy.

This handbook is your guide for the season—inside you'll find everything you need to know about classes, policies, dress code, tuition, and performances.

Thank you for allowing us to share the gift of dance with your family. We look forward to a wonderful year together!

— The Burnt Hickory Dance Staff

MISSION STATEMENT

The mission of Burnt Hickory Dance is to cultivate excellence in dance training within a Christ-centered environment.

We are dedicated to inspiring a spirit of worship through movement while fostering a safe, encouraging, and faith-filled community.

Through high-quality instruction, hard work, and spiritual growth, we seek to equip dancers with the discipline, artistry, and confidence to honor God both on and off the stage.

STUDENT PLACEMENT

Class Level: Burnt Hickory Dance reserves the right to determine the class level for every student through its evaluation procedures, regardless of prior, recent, or current training.

New Students: Students in 4th grade and above who have never danced or never danced at Burnt Hickory Dance before must reach out and be placed in a level by the Dance Director. Staff recommendations and a potential placement class will help determine a student's placement in a class appropriate to their ability. Students and parents will be notified of the approved level to register for.

Current Students: Our teachers/staff determine the readiness of each student to advance. Advancement occurs on an individual basis when the progress of the individual has warranted moving to the next level, technically, physically, and intellectually.

FEES & SCHEDULES

PLEASE REFER TO THE CURRENT YEARS TUITION CALCULATION FILE FOR CURRENT PRICING

Burnt Hickory Dance is a church ministry that operates solely on funds generated from tuition and fees. These funds support our commitment to providing high-quality instruction, equipment, and supplies. Participation in Burnt Hickory Dance is a year-long commitment, with classes running from August through May.

REGISTRATION FEE

A non-refundable registration fee of **\$30 per student** is required annually to enroll.

This fee secures your spot and is charged **per person, not per class**.

TUITION

- **Due Date:** Tuition is due on the **1st of each month**.
- **Billing:** Fees are posted on the **25th of the preceding month**. Auto-payments are processed on the **1st**.
- **Flat Rate:** Monthly payments remain the same regardless of the number of classes attended.
- **Late Fee:** A **\$10 fee** applies if tuition is not paid by the **10th**.
- **Pro-Rating:** Mid-month enrollments may be prorated.
- **Parent Portal:** Log in to view your account balance or make payments.

PAYMENT OPTIONS

- **Auto Pay:** Go to **Billing/Payments → Membership Type → Auto Pay**. Enter your card details.
- **Manual Pay:** Enter card details each month to complete the transaction.
- **Cash/Check:** Place payments in the **tuition security box** in the Music Suite. Make checks payable to **Burnt Hickory Music & Dance**.

LATE/NON-PAYMENT

If you are unable to pay on time, contact the Director to arrange a payment plan. **After two months of non-payment**, students will be asked to pause class attendance until the account is current. Please note: **Attendance may affect performance eligibility**.

Note: Dance tuition must be paid separately from Weekday Education payments.

COSTUME FEES

Students participating in the Spring Recital must pay a **non-refundable costume fee of \$75 per costume**, which includes tights, shipping, tax, and any necessary alterations.

Payment Schedule

- **August 15** – Payment 1
- **September 15** – Payment 2
- **October 15** – Payment 3
- **November 15** – Payment 4
- **December 15** – Payment 5

Failure to pay costume fees will prevent participation in the spring recital.

COSTUME RESPONSIBILITIES

Costumes will be tried on in class and sent home with the student. Dancers are responsible for bringing costumes back for pictures, rehearsals, and performances. Costumes will not be stored at the church unless alterations are required.

WITHDRAWAL

If you choose to withdraw your child from any class, please contact the Dance Director. Withdrawal should not be done through the parent portal, and telling the teacher is not sufficient. Notification of withdrawal before October 31 will release your future tuition commitment. Full-year tuition will be required if withdrawal notification occurs after October 31.

Acceptable withdrawal reasons are: Family moving, or illness/injury with a doctor's note stating the dancer is unable to continue.

To withdraw, provide written notice at least 30 days in advance - Tuition for any class scheduled during this 30 day period must still be paid.

CLASS CANCELLATION

A minimum of 3 students is required for a class to continue/make. If, for any reason, the class enrollment drops below 3 students during the dance season, the Dance Director will work with parents/students to find a suitable alternate placement within the same level or close to it.

ATTENDANCE

Excused absences include sickness, family emergencies, or activities required for a grade in academic school. Excused absences due to an injury require a doctor's note. Injured students will be required to observe classes and take notes.

1. We cannot stress enough the importance of NOT MISSING CLASSES. Regular and consistent attendance is important not only to the student's growth as a dancer, but also to prevent injuries.
 - a. The progress of the entire class is hindered when the class must stop to reteach material missed in an earlier class. We have also observed that when students consistently miss class, they often feel a lack of confidence in their class work due to inadequate preparation, and they become discouraged with their dancing in general.
2. If a student does need to miss or will be late, please log in to your parent portal and schedule the said absence, and the teacher will automatically be notified via email.
3. **Performances** - Students may be excused from any performance if they have more than **4 unexcused absences after February 1.**
 - a. Teachers reserve the right to determine a student's involvement in choreography based on absences, class participation, and rehearsals. Teachers reserve the right to determine if a second cast or understudy is needed to take on any particular role or choreography.

MAKE-UP CLASSES

Make-up classes are not permitted for illness or travel. In extreme cases, contact the Director. Instructors will schedule additional rehearsals for performances only if necessary.

INCLEMENT WEATHER DAYS & HOLIDAY SCHEDULE

In emergencies or inclement weather, notifications will be sent via email, social media, or text. We follow **Cobb County School System closings**, unless otherwise noted. Make-up classes may be offered at the instructor's discretion. For most Holidays, Burnt Hickory Dance follows the Cobb County School Schedule. Please refer to the Calendar for all holiday breaks.

Note: There is always a chance that an event scheduled at the church could affect dance classes. Students and parents will be notified if classes need to be canceled, rescheduled, or relocated due to any BHBC event.

ARRIVAL & PICK-UP

For all Preschool through Intermediate 1 classes, the teacher or class assistant will come and get the students and take them to their classroom.

Following class, all students will be taken to the designated pick-up area. To be sure students are all accounted for, students may NOT be picked up at their classrooms before the end of class. Please contact the Dance Director for any special arrangements.

Students should arrive and depart promptly. If possible, students should arrive 5-10 minutes early to prepare for class. Students may be prohibited from taking the class if they arrive more than 15 minutes late. This is not a punishment but rather a precaution of safety for the dancer.

Please pick up all students promptly after class. After dark, ALL students must have a ride home and will confirm that their ride home is at the church indoors.

DROP-OFF & PICK-UP POLICY

- **Adult Supervision Required:** Students (Preschool–5th grade) must be escorted to and from designated areas by an adult.
- **Drop-off/Pick-up Location:** Meet teachers **by the restrooms**. Parents should wait **outside the double doors** for dismissal.
- **Punctuality:** Arrive and pick up on time.
- **Authorized Pick-Up:** Only adults listed on the Student Information Form may pick up students. No older siblings.
- **Late Pick-Up:** Notify the instructor in advance if delayed.

CLASSROOM OBSERVATION

To ensure student focus, parents are asked to remain **outside the classrooms and the dance hallways**. Direct any questions to the instructor **before the first class in August**.

If your child's class is in room 132, it is located in our Children's Building. These hallways are to remain closed as they are secured hallways per the church's Child Safety Policy. Only authorized personnel will be allowed to be in these halls during class times.

PARENT WAITING AREAS

We do not provide seating within dance halls. Children must be supervised and quiet. Unused rooms and hallways are off-limits to parents and students. **The Commons area** and **outdoor playgrounds** are available to families.

WEBSITE, FACEBOOK, & INSTAGRAM

The Burnt Hickory Dance webpage is where you can find all updated information on class schedules, dress code, policies, instructors, tuition, and the calendar.

We also have a Facebook page. By “Liking and Following” us, you will be able to follow updates and announcements delivered straight to your news feed.

Follow us on Instagram @BHBC_DANCE for all updates and announcements as well.

PARENT PORTAL

Burnt Hickory Dance uses the online dance studio management platform “JackRabbit” for registration, attendance, financial accounts, and communication to families. Links to the Parent Portal are on our website. We do not currently use texts as a form of communication.

END OF YEAR PERFORMANCE OPPORTUNITIES

Enrollment in classes commits students to being a part of the spring recital. Dance classes should take priority over additional activities in the spring semester as we prepare for the performance. Absent dancers are ill-prepared and undermine the confidence of the entire group. It is also hard for teachers and students to work around empty spaces.

Spring performances are considered a priority for all students, and other conflicting events should be secondary to preparations for these performances.

All Preschool-Level 1 dancers will be participating in our Jr. Recital. Please refer to the calendar for specific dates.

All Level 2-Elite dancers will be participating in our Recital. Please refer to the calendar for specific dates.

****Advanced, Elite, & Company dancers may have the opportunity to perform in both recitals.****

All recitals are held at Burnt Hickory Baptist Church in the Lower Auditorium unless otherwise noted.

PARENT OBSERVATIONS

There will be an opportunity for you to observe your child's class during the last week of classes in the fall semester **(December 8-11, 2025)**. Parent observations are for Preschool, Level 1, and Level 2 classes only. Burnt Hickory Dance does not have observations in the Spring semester, as we are preparing for the spring recital. Notifications will be sent out to all PS-L2 families regarding the time and location for the observation class(es).

When coming for parent observation, guests are welcome (grandparents, siblings, etc.). However, please DO NOT bring young children who CANNOT sit quietly and watch. Otherwise, you may be asked to step out of the room.

PARENT/TEACHER CONSULTATIONS

If you need to speak with a teacher, please request an appointment via email to aellenberger@burnthickory.com or mroberts@burnthickory.com. Please refrain from meeting with the teacher between classes. Teachers have limited time before, during, or after classes. Please give them enough notice so they will have adequate time to talk and be prayerfully prepared.

STUDENT GUIDELINES

Preparation for Class

1. Students should always go to the bathroom before class.
2. Students may keep bags against the walls in the hallways. Please keep personal items neat so we do not block traffic.
3. Students are welcome to stretch and prepare for classes upstairs in the waiting area with the blue couch.

Class Etiquette

1. Cell phones and smart watches may not be used for any reason during class without special permission from the teacher.
2. Classes may not be filmed without a teacher's specific permission.
3. No food or drink (only water) in the dance rooms. Water breaks will be given with permission from the teacher.
4. No chewing gum in class.
5. No hanging or playing on barres in the dance rooms.

Conduct while on Church Premises

1. Students are not permitted to run or block the hallways.
2. Students are to be respectful of noise in hallways, as other events may be happening.
3. Students are expected to keep facilities clean by picking up after themselves and throwing away all trash.

PARENT GUIDELINES

Teaching a child the meaning of commitment is another basic building block of character - and commitment takes effort! If your dancer seems discouraged, please let us know. Many times, there may be a simple solution to the problem, or an extra dose of encouragement may do the trick!

Please pray for discernment.

1. Parents of young dancers: Please have your student(s) arrive dressed in class attire with hair appropriately fixed.
2. Please have student(s) go to the bathroom BEFORE class.
3. Please do not wait in the dance hallways - appropriate waiting areas are the lobby areas.
4. If your family moves or has a change of contact information, please be sure to update your contact information through your Parent Portal.

Parent Code of Conduct Policy

To maintain a positive and supportive environment for all students, families, and staff, we expect parents and guardians to conduct themselves respectfully at all times, both during classes and at dance-related activities/performances.

Any behavior that we find disruptive, disrespectful, or detrimental to the learning environment will not be tolerated. This includes, but is not limited to:

- Interrupting classes or rehearsals
- Speaking disrespectfully to staff, students, or other parents
- Creating conflict during performances, classes, events, etc.

Violation of this policy may result in immediate removal from the program at the discretion of the program administration.

Performance Etiquette

During performances, **NO** parents will be permitted to be backstage unless they are in a designated recital volunteer role.

For Performers:

- Arrive on time and check in promptly.
- Remain backstage with your class until it is your turn to perform.
- Show respect for teachers, staff, and fellow students.
- No running, loud talking, or disruptive behavior backstage.

For Audience Members:

- Please silence all cell phones and electronic devices.
- Remain seated during performances. If you must leave, do so only between numbers.
- Do not talk, whisper, or cause distractions during performances.
- Saving seats is not permitted. Seating is first-come, first-served.
- Photography and video are **NOT** allowed during Recitals.
- Show encouragement with applause only. Please, no shouting or calling out.

Failure to follow these expectations may result in removal from the event.

DRESS CODE

A dancer's attire greatly determines the attitude toward their class work, and therefore, we require that the standard of appropriate neatness be observed at all times. The teacher may not allow class participation by any student who regularly neglects this requirement.

1. **Cover-ups are required.** With respect for the fact that BHBC is a church, we require that DANCERS OF ALL AGES WEAR COVER-UPS when coming and going from the building beyond the dance areas. If a t-shirt is worn as a cover-up, it must be worn with pants, shorts, or a skirt.
2. All female students should wear pink footed or convertible tights and pink ballet shoes in all ballet classes. Please do not wear tights with holes or large runs. Ensure that all shoes have elastic properly secured and drawstrings are trimmed, but not cut off.
3. **No Underwear** should be worn under tights for any age. Both leotards and tights have cotton-lined panels. It can be compared to wearing a bathing suit.
4. Leotards should be plain and solid in color, without imprints or designs, and without attached skirts (except for Preschool and Level 1 classes).
5. In colder months, teachers may allow solid colored, fitted shirts/leggings as warm-ups over ballet attire until the teacher asks students to remove the cover-ups.
6. Small and stud earrings are the only permissible jewelry to be worn in classes. Watches, necklaces, large dangly earrings, bracelets, and large rings are potentially hazardous and should not be worn in class.

Performance Dress Code/Expectations

To ensure a polished and professional performance, all dancers are expected to follow the recital dress code guidelines. These rules help create uniformity on stage and allow each dancer to shine as part of the group.

Costumes

- Costumes must be worn as instructed by the teacher and should not be altered without prior approval.
- All costume pieces (skirts, leotards, tights, accessories, hair pieces, etc.) must be brought to the recital and dress rehearsal.
- Costumes should be clean, wrinkle-free, and free of stains or damage.
- Costumes should never be worn or played with at home before the recital.
- Costumes should not be washed in the washer or put in the dryer before the recital.
 - If the costume is wrinkled, please use a steamer or hang it in the bathroom for a few days so the steam from the shower can help the wrinkles loosen.

Tights & Shoes

- Tights must be the required brand, style, and color as communicated by the teacher. Extra pairs are recommended.
 - *Currently, BHD does provide tights for the recital. However, there is always a chance this could change.*
 - If you would like to purchase an extra pair of tights for your dancer, you may do so for \$5.00 per pair.
 - Lost/replacement tights will be charged \$5.00 per pair to the family account.
- Shoes must be clean, polished, and free of stickers, dirt, or writing on the soles.
- No substitutions will be allowed unless approved by the teacher.

Hair

- Hair should be styled exactly as directed for each class (ex. ballet bun)
- Hair must be neat, secure, and away from the face.
- Use hairnets, gel, and hairspray as needed to keep hair in place.
- **NO bunmakers or donuts** should be used for the recital. All buns should be flat to the head.

Makeup

- Light, natural stage makeup is required for all performers to ensure facial features are visible under stage lighting.
- Typical requirements include foundation, blush, eye shadow, mascara, and lipstick (specific instructions will be provided closer to the performance).
- No glitter makeup or body glitter is allowed unless instructed by the teacher.

Jewelry & Nails

- No jewelry is permitted on stage (including earrings, necklaces, bracelets, rings, or anklets).
 - A single small diamond stud may be permitted - all other earrings must be removed.
- Nail polish must be clear or removed before dress rehearsal and recital.
- No temporary tattoos or body markings.

General Expectations

- Dancers must arrive with their costumes and with hair and makeup complete.
 - All Jr. Recital (Preschool-Level 1) Dancers must arrive fully dressed in their first costume.
- Cover-ups (such as a robe or button-up shirt) are recommended to be worn over costumes when not performing.
- All costume pieces, shoes, and accessories should be labeled with the dancer's name.
- Any quick changes should be set up before the performance.

DRESS CODE REQUIREMENTS

****Please refer to our website for all approved shoe styles and additional details.****

BALLET

Level	Leotard	Tights	Shoes	Bottoms
Preschool 1 & 2	Solid Color	Pink Footed	Full sole Pink	Ballet skirt or fitted shorts (skirt can be attached)
Level 1 & 2 Intermediate 1	Solid Color	Pink Footed or Convertible	Full sole Pink leather	Ballet skirt or fitted shorts
Intermediate 2 Advanced/Elite Teen Intro	Solid Color	Pink Convertible	Split sole pink leather or canvas	Ballet skirt or fitted shorts

TAP

Level	Leotard	Tights	Shoes	Bottoms
Level 1 & 2	Solid Color	Pink or Tan	Black patent tie-on tap shoes	Ballet skirt or fitted shorts
Intermediate 1	Solid Color	Pink or Tan	Full Sole Black Leather Oxford	Ballet skirt or fitted shorts
Intermediate 2 Advanced/Elite Teen Intro	Solid Color	Pink or Tan	Full Sole Black Leather Oxford	Ballet skirt or fitted shorts

JAZZ

Level	Leotard	Tights	Shoes	Bottoms
All Levels	Solid Color	Pink or Tan	Tan Jazz (starting 26/27)	Ballet skirt, fitted shorts, or solid leggings

HIP HOP

Level	Leotard	Tights	Shoes	Bottoms
All Levels	Solid Color	Pink or Tan	Tennis Shoes	Fitted shorts or solid leggings

MUSICAL THEATER

Level	Leotard	Tights	Shoes	Bottoms
Intermediate	Solid Color	Pink or Tan	Tan Jazz (starting 26/27)	Fitted shorts or solid leggings
Advanced/Elite	Solid Color	Pink or Tan	Tan single strap 1.5" Character shoe	Fitted shorts or solid leggings

LYRICAL

Level	Leotard	Tights	Shoes	Bottoms
All Levels	Solid Color	Pink or Tan	Flesh tone canvas ballet	Fitted shorts or solid leggings

No T-shirts, boxers, baggy shorts, baggy tops, or baggy outerwear is allowed in class.

Dance Attire may be purchased from the following stores:

- DanceMax Dancewear - 3016 Canton Rd, Marietta - 678-401-5718
- Discount Dance - discountdance.com

Academy Sports, Amazon, Wal-Mart, & Target often stock appropriate leotards. However, all tights and shoes should be purchased from a dancewear retailer.

All pointe shoes must be fitted and purchased from DanceMax unless otherwise approved by the teacher.

SHOES: THE DANCER'S TOOLS

1. **Do not wear dance shoes outside!** Oils and dirt are hazardous when tracking into the dance rooms and are damaging to the shoes.
2. Shoes must fit properly. Dance shoes fit snugly and are **not** fitted with room to grow. Gaps and bagging are signs of an improper fit.
3. Toenails should be trimmed regularly and cut straight to avoid ingrown nails.
4. Leather shoes will stretch. Canvas shoes do not.
5. Cross the drawstrings on ballet shoes and pull them tight around the foot, then tie and tuck them into the shoe. Never use the drawstring to make the shoes fit. This could injure the skin or tendon.
6. Laces, ribbons, and ties must be neatly secured or tucked in. Drawstrings can be trimmed, but do **not** cut them all the way off.

Pointe Students

1. **Do NOT purchase pointe shoes before consulting with your teachers.**
2. Do not sew ribbons or elastic onto shoes until the teacher(s) approve the fit and give instructions on how to sew them.
3. Dancers should learn how to sew their own shoes. This is their responsibility - not their parents! If they are ready for pointe, they're ready to sew.
 - a. First pointe classes will show students how to sew shoes.
4. Experienced dancers should pre-tape their toes before technique class to limit the amount of time taken to put on shoes for pointe class.
5. Convertible tights are required for pointe and must cover the foot inside the shoes.
6. Each dancer must dispose of their own band-aids and wrappers to ensure a clean dance environment.

HAIR

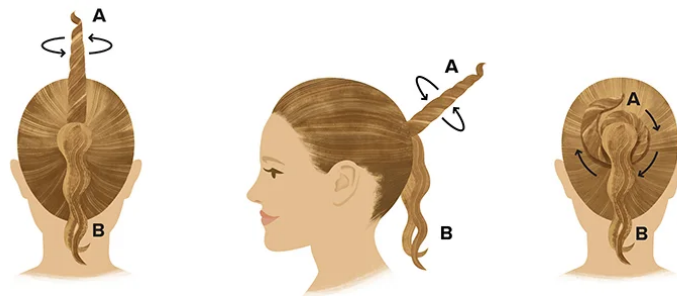
Hair for **ALL** ballet levels must be secured into a bun. It is at the teacher's discretion for all other styles. Loose hair should be pinned or clipped away from the face. Hairspray and/or gel can help.

Dance Bag Supplies (for all ages): Brush and/or comb, nylon hairnet, elastic bands, barrettes/clips, hair & bobby pins, hair spray.

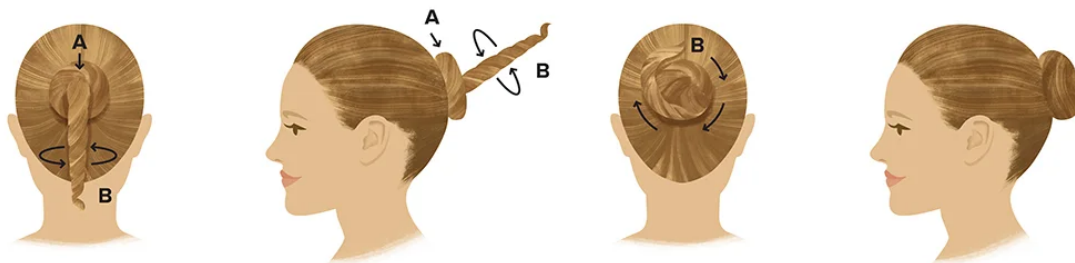
Instructions for Styling Hair

Buns should be as flat to the head as possible. **NO** bunmakers or donuts please!

1. Brush the hair smooth. Remove all tangles.
2. Spray hair lightly with hair spray. Smooth hair with your hands and secure wisps, layers, or short ends into a ponytail and secure with an elastic.
3. Secure sides and back hair with barrettes or bobby pins.
4. Divide the hair into two sections.



5. Twist and wrap each section of the hair clockwise around the elastic band and secure with pins as you wrap.



6. Place a hair net over the bun; twist the net over the bun at least two times. Tuck the ends of the hair net into the bottom of the bun and secure with pins.
7. Spray hair and bun with hair spray to set. Smooth with a hand or comb.
The bun should be as flat to the head as possible.

Shorter Hair:

1. Chin-length hair - This length makes it difficult to place hair in a bun. Pull hair into a ponytail, securing the sides back away from the face with clips or barrettes. Spray heavily with hair spray to set.
2. Very short hairstyles should pull the sides away from the face. Long bangs secured back with clips to keep them from the eyes.

Why do dancers wear their hair this way?

Credible professional dance schools require their students to wear their hair up for class. The correct use and placement of the head and neck are very important in dance for concentration and balance. Hair must be off the face and neck to allow the instructors to see the development, technique, and growth of the head, neck, and shoulders. This way, they can give proper corrections to achieve the desired results. Unsecured hair is distracting and can throw a dancer off balance, especially when turning. Bangs and wisps can cause shadowing on the face and create a short look to the forehead. A uniform look is desired in class and is essential for neat grooming and for confidence and attentiveness. This demonstrates the value of being prepared, encourages individual artistic expression, and provides visual ease for the teacher's corrections.

SNACKS & BREAKS

All snacks and breaks should be taken in the area with the blue couch. Please refrain from eating in the halls as we want to keep them as clean as possible.

Dancers are not permitted to go into/use empty rooms at the church.

Be sure to PICK UP ALL TRASH, leaving no candy or chips, or other wrappers and drinks ANYWHERE around the building.

IN CLOSING...

We want to once again tell you how much we appreciate you being with us this year. We are praying that the ministry of Burnt Hickory Dance will bless your entire family and be a joy in your life!

Please pray for all the BHD teachers and staff as we pursue excellence in the training we offer to your children.

Thank you,
Burnt Hickory Dance Teachers and Staff