

STUDIO HANDBOOK



2025-26

inspire

WELCOME TO OUR STUDIO



Welcome to Inspire Academy of Dance! We believe that dance training is a path to becoming a better version of yourself. We are thrilled to have you and your family join the Inspire community, and look forward to being part of your dance journey.



ABOUT INSPIRE



Inspire Academy of Dance is based in Issaquah, Washington, and was established in 2016. Our mission is to inspire character and confidence through the art of dance.

We strive to create a positive atmosphere that fosters creativity and self-expression, and that focuses on proper dance technique, learning and FUN!

Every student is a valued member of the Inspire dance community. We believe in providing love, respect and support for our dancers. The quality instruction and experiences provided at Inspire will ultimately help our students become exceptional dancers, artists, and people.



REGISTRATION PROCEDURE

Procedure for Registration:

You can register for classes online.

At the time of registration, you will be prompted to pay your \$25 annual registration fee – that fee will hold your spot in class.

For your convenience, there is the option to enter a credit card and choose automatic payments. If you choose AutoPay, your card will be automatically charged on the 1st of each month. If you choose not to pay automatically, we DO NOT send monthly statements. You can pay tuition by logging into your online portal or stopping by the front desk.

Registration Fee:

A \$25 non-refundable registration fee is charged to each family annually when they initially register for classes. This fee is NON-REFUNDABLE and holds your child's place in class.

Tuition:

Tuition is due the first of every month, and is non-refundable. On the 11th of the month, past due accounts will be assessed a \$10 late fee.

Monthly tuition is based on a nine-month dance semester (September-June) with approximately four classes per month. For your convenience, tuition is payable monthly. There is no extra charge for months with five lessons nor is there a reduction or refund for any classes missed or holidays.

We continue enrollment even after the start of the dance year, so some of our classes may reach the maximum class size and we will have to close enrollment for the class. For this reason, you may not sit out a month and then pick back up the next month. If you want to hold your student's spot in a class because you are starting late, you will need to pay tuition for all months you will not be in class. There is no discount for injury, because we encourage the student to come and observe class.

Dropping/Changing Classes:

Our regular dance season runs from September-June, but tuition is charged month to month and you do have the option of dropping a class at any time. You are responsible for monthly tuition until you notify the studio office of your intent to withdraw from a class. Charges will continue until we receive notification of a dropped class from a parent via an email or Class Drop Form.

Should you choose to change to a different class, please email the office, and we will help find the very best class for your schedule.

COMMUNICATION

We are BIG on communication at Inspire Academy of Dance. It is our promise to respond to all inquiries within 24 hours, and we will never leave a question unanswered.

For your convenience, our primary means of communication is email. You will receive regular newsletters and important information via email, so please be sure you have provided the studio with an up-to-date email address that is regularly checked.

We are happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients.

Your opinion is important to us – please do not hesitate to contact us with any questions, comments, concerns, or suggestions.

We also communicate reminders via our Instagram and Facebook page. Make sure to Like/Follow us!





DRESS CODE

A dress code is an important part of the discipline instilled in a young dancer. It also allows the instructors to see body lines and fix placement. Hair should be pulled up out of the face for class. Dance tights need to be worn in all ballet classes.

The shoe colors listed below are the requirement for our annual Showcase in June. We have included Amazon links for your convenience.

● Mini Movers (ages 18 months-2.5 years)

- Leotard and tights (any style and color)
- Tutus and skirts are allowed
- Pink ballet shoes for girls, black for boys
- Black tap shoes, boys tap shoes
- For Boys: T-shirt and shorts or comfortable pants

● Mini Groovers (ages 2-3)

- Form fitting dance apparel (leggings, tank tops, leotards, etc)
- Clean tennis shoes or bare feet (we recommend shoes that are mostly black and white for Showcase in June)
- NO sweatpants or jeans

● Ballet/Tap 1 and Ballet/Tap 2 (ages 3-5)

- Leotard and tights (any style and color)
- Tutus and skirts are allowed
- Pink ballet shoes for girls, black for boys
- Black tap shoes, boys tap shoes
- For Boys: T-shirt and shorts or comfortable pants

● Hip Hop/Flip Flop

- Form fitting activewear (shorts, leggings, tank tops, etc)
- Clean tennis shoes (we recommend shoes that are mostly black and white for Showcase in June)
- NO sweatpants or jeans

● Combo (Ballet/Tap/Jazz)

- Leotard and tights (any style and color)
- Pink ballet shoes for girls, black for boys
- Black Tap Shoes (Lace-up style)
- Caramel colored jazz shoes (recommended for Combo 1, but not required. Required for Combo 2/3)
- Skirts, dance shorts, and form fitting leggings/pants are allowed
- For Boys: T-shirt and shorts or comfortable pants

● Ballet

- Pink Ballet Shoes (Dancers may not wear socks or tights without shoes).
- Leotard (Gemstone classes ages 10+ must wear black leotard)
- Pink, black, or skin tone dance tights (Gemstone classes must wear pink or skin tone tights)

● Tap

- Black Tap Shoes (Lace-up style)
- Comfortable clothing
- No jeans

● Jazz/Lyrical and Musical Theatre

- Caramel Jazz Shoes (Dancers may not wear socks or tights without shoes).
- Form fitting activewear (leotards, dance shorts, sports bras, leggings, etc.)

● Hip Hop

- Comfortable clothing (t-shirt, shorts, joggers, etc.)
- Clean tennis shoes (we recommend shoes that are mostly black and white for Showcase in June)
- No boots or jeans

GENERAL INFORMATION

Pick Up/Drop Off:

Students should be dropped off and picked up at the studio at their proper class-time. Please be very careful in the parking lots when entering and backing out. If a parent has not arrived at the closing of class, the student will be asked to wait in the dance studio lobby until a parent arrives. The parent will need to come into the studio to retrieve the student.

The studio closes each evening at 9:30 p.m. Students are not to wait outside for their ride; they need to remain in the lobby. Please make sure that you pick up your student on time. Their safety is important to us.

Class Observation:

Parents of 2-year-old Mini Movers & Mini Groovers are always invited into the studio for class. For all other classes, Rooms 1 and 2 have observation windows so parents will have the opportunity to observe from the hallway lobby.

Room 3 is equipped with TV monitors in the lobby for you to be able to observe at all times without outside distractions to the students.

Class Placement:

At Inspire Academy of Dance, it is very important to us that all dancers be placed in a class level that is both challenging and fun. Class placements are based first on age (especially for young/new dancers), then on level/ability. Class placement is at the discretion of the instructors. In the first few weeks of classes, dancers may be asked to attend more than one class in order to determine proper placement. Please email the office at studio@inspireacademy.dance with any questions regarding placement.

Attendance:

Students should attend all classes unless there is an illness, school event, or family emergency, as absences impact the class as a whole. Weekly reinforcement of dance technique is imperative to keep the student advancing with their classmates. Poor attendance hampers the student's dance education. Please let us know if you are unable to attend class by email or by calling the studio.

GENERAL INFORMATION

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Make-Up Classes:

If a student does miss class, a make-up class can be taken within the paid calendar month in a comparable age/level class. All make-up classes should be schedule ahead of time with the office staff. No make-up lessons are offered from March-June, as Showcase performance preparations are in process and choreography will differ from class to class.

Personal Property:

Be sure to label your dancewear and bags so we can return them to you if left at the studio. We are not responsible for lost, stolen, or damaged articles of clothing, jewelry, or other personal property. Please check the studio Lost and Found regularly, as it will be cleaned out often.

Studio Closings:

Inspire Academy of Dance follows the Issaquah School District schedule. We are closed for Labor Day, Halloween evening, Thanksgiving, Winter Break, Mid-Winter Break, Spring Break, and Memorial Day.

In the event of bad weather, we ask that you check your email – a message will be sent to all accounts on file if the studio is closed. We will also post on our Facebook and Instagram accounts.

We DO NOT always follow Issaquah School District closings.

Each class is allowed one snow/inclement weather day without an official make-up class. If more than one weather cancellation occurs, a make-up class or alternate class time will be given for a make-up. Classes will not be prorated for weather-related closures.

Showcase:

Our year-end Showcase in June is a truly special and exciting opportunity for our dancers to perform in a professionally-run production, and gives our dancers a chance to show off everything they've learned during the dance season for family and friends. All dancers are invited to participate – even our Mini Movers and Mini Groovers! Information about costumes, participation fees and exact dates/locations will be emailed in October. Though we encourage all dancers to join our Showcase, participation is optional.

ELEVATE DANCE COMPANY



El-e-vate: To rise to the next level

Elevate Dance Company is the competitive dance team of Inspire Academy of Dance, under the direction of Alex Wright and Savannah Shearer. Elevate is open to dancers ages 4 and up, and provides performance and training opportunities for passionate dancers who are looking for additional stage time as well as a focused classroom experience.

Our company values are **Teamwork, Confidence, Positivity, and Hard Work**. The goal of the company is to help members grow as dancers and as people, by teaching skills such as time management and accountability in addition to exceptional dance technique and artistry. Elevate Company members attend 5-6 competitions and conventions throughout the dance season.

Elevate Dance Company consists of 6 gemstone levels: Pearl, Sapphire, Emerald, Amethyst, Diamond, and Onyx. These levels are based on age as well as experience and ability, and are determined at the company directors' discretion.

Auditions for Elevate Dance Company take place each July during our Technique Boot Camp. Throughout the week, dancers are evaluated (by our teaching staff and guest teachers) for gemstone placement.

For more information about Elevate Dance Company, email elevate@inspireacademy.dance.

a note from **MISS ALEX**

Dear Inspire Families:

Welcome to the 2025–2026 season at Inspire Academy of Dance! Whether this is your first year with us or you've been part of our community for many seasons, I want to personally thank you for trusting us with your child's dance education and journey.

My greatest hope is that Inspire becomes a place your family can rely on – a second home where your dancer feels safe, supported, and encouraged to grow not only as a dancer, but as a person. Our team is committed to creating a positive, nurturing environment where hard work, kindness, and creativity are celebrated every step of the way.

We believe that dance has the power to shape confidence, discipline, friendships, and lifelong memories. It's an honor to be a part of that process, and we are truly excited to get to know your family better as the year unfolds.

Thank you for being part of the Inspire community. Here's to a joyful, inspiring, and unforgettable season!

With gratitude,

Alex Wright

Owner & Director

CONTACT US



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