



Parent Handbook

Full Circle
Dance

Welcome

We believe that the arts have the power to transform people's lives. Our goal is to teach the joy of dance while developing the character of students' intellectual engagement from an early age.

Communication

Genoa Belson **Owner and Director** Genoa@fullcircle.dance

Please feel free to contact me at any time with any questions or concerns.

Megan Hewett **Administrative Assistant** Info@fullcircle.dance

Please contact Megan with any questions about billing or prorating.

Class Attire

Dancewear is optional for our classes. Please send dancewear with students and teachers will help them get changed before class. We recommend a one piece dance dress with no tights or shoes for girls and soft cotton pants or shorts and a tee shirt for boys. You can also send your little one to school in comfortable clothes they can easily move in.

[CLICK HERE](#) to order our recommended dance dress for \$24.

Tuition Policies

Tuition

- After school classes are charged per session.
- Payment is due upon registration.
- Pricing is listed in the class listing table for your school.

Prorating

- Tuition CAN be prorated if a student enrolls mid-session
- Tuition CANNOT be prorated due to absences, illness or withdrawal from the class.

Parent Portal

Our parent portal makes it quick and easy to make payments and view your child's schedule online. To login to your parent portal, visit [FullCircle.dance](#) and find it under the "For Parents" tab. Your login is the email address you used when registering.

[CLICK HERE](#) for quick access to your parent portal.

Pick Up Procedures

Our instructors will sign your child out of school or aftercare and walk them to the dance space.

Pickup

Please sign your child out on the clipboard provided before leaving with your child!

Authorized Pickup

We can only release your child to someone who is listed as a contact in your parent portal. If someone else will be picking up your student, please add them to your contacts and be sure to select authorized for pickup.

Adding an authorized pickup

1. Login to your parent portal
2. Click on the menu bar in the top right corner (it looks like three horizontal lines)
3. Select "account"
4. Click on the box that says "contacts"
5. Use the green plus sign to the left to add a new contact
6. At the bottom of the form, be sure to slide the toggle to "authorized for pickup"

**Sometimes things don't go as planned. If you have a last minute change and someone different will be picking up your student, please text Genoa at (850) 443-7076.*

Extended Care

If your child is going to extended care after dance, they will be signed out to the extended care personnel after class.

Class Cancellations

On rare occasions, Full Circle Dance may need to cancel a class due to inclement weather that is hazardous for travel for our teachers. Please check email for important messages. When possible, we will schedule a makeup class for any cancelled classes. If a makeup class is not possible, you will be credited or refunded for the cancelled class.

Parent Observation Days

On the last day of each session, parents will be invited to come and watch a mini-performance that will take place during the last 10 minutes of the class.

Other than our specific observation days, we ask that you refrain from entering the classroom to watch.

Trial Classes

New students are welcome to participate in a free trial class before registering. Please register online and select “trial”. After your trial class, we will follow up with you about the next steps to take.

Photo Policy

Sometimes, children love having their dances recorded and shared with parents! Full Circle Dance may take videos and photographs in class. These photos/videos may be shared with the parents of children in the class. Full Circle Dance will not share, post or publish any photo or video without parental consent.

In Closing

We are thrilled to share our passion for dance education with your child! It is our hope that we can provide the most excellent experience for your young dancer. As the great dancer and mentor Jacques D’Amboise put so simply, “Give children the best of everything and they will become the best.” Our mission is ALWAYS to provide the highest quality dance classes because your children deserve nothing less.

Graciously,
Genoa Belson
Owner and Director, Full Circle Dance