

2025-  
2026



# Lexington Dance Factory

## Parent Handbook



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# MESSAGE FROM MS. LINDSAY



**Lindsay Roberts**  
Owner & Director  
Lexington Dance Factory

On behalf of our staff and faculty, I want to welcome you to Lexington Dance Factory (LDF). Thank you for bringing your dancer to us! This will be a fun-filled year with loads of new dance steps and exercise. This handbook is a resource to help you and your dancer succeed and grow at our studio. If you have any questions or concerns, please don't hesitate to ask. We look forward to teaching your dancer and getting to know them!

Welcome to the LDF Dance Family!

Dancing Wishes,  
Lindsay Roberts

## KEY CONTACT INFORMATION & OFFICE HOURS

**Studio Address ~ 2909 Richmond Road, Suite 140 Lexington, KY 40509**

**Studio Phone # ~ (859) 271-0581**

**Studio Website ~ [www.lexingtondancefactory.com](http://www.lexingtondancefactory.com)**

### Email Addresses:

**Lindsay Roberts, Owner / Director**

[lexingtondancefactory@hotmail.com](mailto:lexingtondancefactory@hotmail.com)

**Sara Merideth, Billing Manager**

[accounts@lexingtondancefactory.com](mailto:accounts@lexingtondancefactory.com)

**Missy Baird, Customer Success Specialist**

(859) 271-0581

## OFFICE HOURS FOR THE 2025-2026 SEASON:

Monday-Thursday, 3:00pm-6:00pm

*\*Please note that in order to keep our fees low, we do not keep someone at the front desk at all times. Please call the studio, come in during office hours, or email the appropriate contact person above with questions/concerns.*

## LDF INSTRUCTIONAL STAFF:

Taylor Adams

Mara Babb

Melanie Biggs

Katelin Carney

Cassidy Cowan-Harrison

Dani Dunmire

Reagan Fleming

Rebecca Frazier

Nancy Gatewood

Melissa Goble

Lauren Harshbarger

Jamie Harvener

Clarie Howell

Holly Johnson

Grace Lyon

Lily Miracle

Kiara Powell

Lily Sgroi

Ella Swanagin

Natalie Vishnivetskaya

Abby Whitaker

View our Staff's Bio's & Photos on our website: <https://www.lexingtondancefactory.com/ldf-staff>

# IMPORTANT DATES

Hint: Add these to your calendar

LDF reserves the right to change these dates if needed.

Please visit the calendar on our website for the most up to date schedule.

September 2: First Day of Classes

September 29–October 4: Studio Closed for Fall Break

November 26–29: Studio Closed for Thanksgiving

December 11–12: Nutcracker Schools Shows (EKU Center for the Arts)

December 13: Nutcracker Public Performances (EKU Center for the Arts)

December 20: Winter Recital at United Talent (Georgetown, KY)

December 21–January 11: Studio Closed for Winter Break

April 5–12: Studio Closed for Spring Break

April 20–25: Picture Week

May 25: Memorial Day – Studio Closed

June 1–6: Spring Recital Week (EKU Center for the Arts)

## LDF SPIRIT WEEKS

### **September 22–27 Let's Flamingle Week –**

Show your studio spirit for our mascot! Wear flamingo or luau-wear to class!

### **October 25–30 Fall Costume Week –**

Dancers may wear a Halloween costume to class – just make sure it's something you can move in!

### **November 17–22 LDF Royalty Week –**

Dancers may dress as a prince or princess this week!

### **December 8–13 Swiftie Par-Tay Week –**

Dancers may dress in their favorite Taylor Swift attire!

### **January 26–31 Pajama Party Week –**

Dancers may wear their pjs to class!

### **February 9–14 Someone Special Week –**

Dancers may bring someone special to class this week!

### **March 16–21 Rock Your Socks Week –**

Dancers may wear brightly colored socks to celebrate and raise awareness for World Down Syndrome Day

### **April 20–25 Picture Week –**

Wear your recital costume to class!

# **STUDIO PROGRAMS**

## **DEVELOPMENTAL PROGRAM**

These classes are for dancers 5 and under. We follow a themed multi-sensory educational dance curriculum that focuses on vocabulary, motor skill development, and movement concepts.

### **DEVELOPMENTAL PROGRAM CLASSES:**

Dance With Me  
Twinkle Toes  
Tumble Tots  
Preschool Dance  
Tiny Tumble  
Preschool Hip & Hop  
Pre-Ballet

## **ENRICHMENT PROGRAM**

This program is for dancers in Kindergarten and above that do not want to commit to a competition team or ballet academy. These classes meet just once a week and focus on learning while having fun!

### **ENRICHMENT PROGRAM CLASSES:**

Combo I-III  
Rec Acro 1-5  
Flip & Hop  
Hip Hop  
Dance Team Technique  
Aerial Silks

## **ACCELERATED PROGRAM**

This program is comprised of our full leveled ballet program and competition team classes.

### **ACCELERATED PROGRAM CLASSES:**

LDF Ballet Academy  
LDF Competition Teams

# CLASS DESCRIPTIONS

**REC Acro 1:** A beginning acro class. This class is intended to be taken after Tiny Tumble.

\*Minimum age – kindergarten.

**REC Acro 2:** \*Must have completed REC Acro 1 OR have the following prerequisites: handstand to bridge, 1-handed cartwheel, handstand forward roll.

**REC Acro 3:** \*Must have completed REC Acro 2 OR have the following prerequisites: front limber, bridge recover, backbend.

**REC Acro 4:** \*Must have completed REC Acro 3 OR have the following prerequisites: front walkover, back walkover, front handspring.

**Aerial Silks:** A class that focuses on a style of modern dance that incorporates the use of hanging equipment. This class does not perform in recital.

**COMBO I (K-1st):** A 55 minute ballet, tap, and jazz combo class. This class is intended to be taken for two years.

**COMBO II (2nd-3rd):** A 55 minutes combo class continuing the dancer's dance education in ballet, jazz, and tap. This class is intended to be taken for two years.

**COMBO III (4th-6th):** A 90 minute combo class continuing the dancer's dance education in ballet, jazz, and tap and introducing lyrical dance. This class performs two dances in the spring recital. They will receive one costume and parents will put together the second costume.

**DANCE TEAM PREP:** A class focusing on the skills needed for a school dance team. Pom, turns and leap technique, kickline, and hip hop tricks will all be taught.

**DANCE WITH ME:** Introduce your child to DANCE! This is a 25 minute FREE class for our absolute youngest dancers! A caregiver is required to accompany and participate with the dancer.

**FLIP & HOP:** This is a recreational acro and hip hop dance combo class.

**HIP HOP:** This jazz dance style will cover funk, poppin', lockin' and a variety of body isolations which reflect street-type movement. Clean lyrics to hip hop music are used.

**PRESCHOOL DANCE (ages 3-5):** A 45 minute ballet/tap combo class. This class is intended to be taken for two years.

**PRE-BALLET (ages 4-6):** A 45 minute introductory class into our leveled ballet program.

**TINY TUMBLE (ages 3-5):** A 45 minute acro class focusing on basic tumbling skills.

**TUMBLE TOTS (ages 2-3):** A 30 minute introduction to acro class for our youngest dancers.

**TWINKLE TOES (ages 2-3):** This 30 minute class introduces dancers to the basics of ballet and tap in a fun, upbeat way! \*Parents of 3 year olds – when choosing between Twinkle Toes and Preschool dance, consider your child's personality. If they are more timid or shy, we would recommend the Twinkle Toes class.

# STUDIO DRESS CODE

## Dress Code Requirements

- Students should carry their dance wear, shoes, and other belongings in a dance bag.
- Please print your child's name on the bag as well as on all of its contents.
- Dance shoes should never be worn outside.
- Please tie your dancer's ballet shoes in a knot at a comfortable place and cut the ends off. This way we do not waste time in class repeatedly tying shoes.
- Tap shoes that have elastic and ribbons, you may remove the ribbons so that dancers do not need to tie their shoes during class.

**Twinkle Toes:** pink ballet shoes, black tap shoes, any dance outfit (leotard, tights, skirt, tutu, etc..)

**Preschool Dance:** pink ballet shoes, black tap shoes, any dance outfit (leotard, tights, skirt, tutu, etc..)

**Combo Dance I and II:** pink ballet shoes, black tap shoes, any dance outfit (leotard, tights, skirt, tutu, etc..) Hair should be secured out of the face in a ponytail or bun.

**Combo Dance III:** pink ballet shoes, tan U-shell or Maryjane style tap shoes, any dance outfit (leotard, tights, skirt, etc..) Hair should be secured out of the face in a ponytail or bun.

**Tiny Tumble:** Any of the following – leotard, shorts, fitted tank or t-shirt, hair in ponytail or pigtails, \*Must be barefoot

**Tumble Tots:** Any of the following – leotard, shorts, fitted tank or t-shirt, hair in ponytail or pigtails, \*Must be barefoot  
**Acro:** Any of the following – leotard, shorts, fitted tank or t-shirt, hair in ponytail or pigtails, \*Must be barefoot

**Flip & Hop:** Any of the following – leotard, shorts, fitted tank or t-shirt, hair in ponytail or pigtails, \*Must be barefoot for the acro part. \*Hip hop dances will be told to wear a certain color shoe for performances.

**Hip Hop:** Any of the following – leotard, shorts, fitted tank or t-shirt, hair out of face. \*Hip hop dances will be told to wear a certain color shoe for performances.

**Pre-Ballet:** Pink ballet shoes, pink tights, leotard, hair in bun

**Dance Team Prep:** Tan pirouettes, black fitted dance clothes (could include leggings, leotard, tank top, shorts, etc..), hair up out of face.

# TUITION AND REGISTRATION FEES

## Registration Fees:

### Your registration fee buys a costume for the Spring Recital.

- \$75 first dancer, \$50 per additional class
- \$70 siblings, \$50 per additional class
- This fee covers your dancer's spring recital costume. The registration fee for competition team and ballet academy is different so please refer to the team/ballet academy for info.
- Boys- \$25 (boys will not receive a costume, and will be given instructions on what to wear)

## How much do classes cost?

- Tuition is calculated based on the total number of hours a student or family takes class per week.

## Which chart do I look at for my pricing?

- If you have one child taking ONE class per week, find your pricing on the "INDIVIDUAL CLASS PRICING" chart.
- If you are enrolled in more than one class per week, find your pricing on the "MULTI CLASS DISCOUNT" chart.
- If you have more than one child enrolled, find your pricing on the "MULTI CLASS DISCOUNT" chart.
- If you have more than one child enrolled in multiple classes in our developmental program only, find your pricing on the "30 MINUTE & 45 MINUTE CLASSES ONLY" chart. (This applies mostly to families of twins that are enrolled in both dance and tumbling).

## What are my payment options?

We offer the option to pay monthly, by semester, or by the year.

- Fall semester is 4 months (September-December)
- Spring semester is 5 months (January-May)
- Year in full is 9 months (September -May)
- You save 5% by paying by semester, and 10% for paying by the year.

***All pricing listed below reflects the discounts.***

## Monthly Tuition Policy

- Tuition is due on the 1st of the month (September-May).
- You will get a statement prior to the 1st of the month to let you know that your fee has been posted.
- Tuition not received by the 7th of the month will incur a \$10 late fee on the 8th.

*\*We do not offer auto-pay.*

***If you haven't submitted your payment preference, you can complete this google form.***

**How Tuition is Calculated:** Whether the month is short (3 weeks) or long (5 weeks), tuition remains the same. We take the tuition for the entire school year and divide it into 9 equal monthly payments for your convenience. Tuition is not pro-rated for absences. Your dancer is encouraged to attend makeup classes for missed classes.

**Online Payments:** You can utilize the parent portal to pay your account balance by VISA, MasterCard or Discover. LDF does NOT do any automatic payment withdrawals. Tuition will be your responsibility to pay on time.

**Credit Card Dispute:** A \$20 fee will be applied if you dispute a credit card transaction. That is what the merchant charges the stuido.

**Methods of Payment:** LDF accepts personal checks, credit cards (VISA, MasterCard and Discover), debit cards, and cash as methods of payment. One-time payments may also be made via the parent portal. If paying by check, please write the student's name in the memo section of your check. Checks should be made payable to "Lexington Dance Factory" or "LDF". Checks may be dropped off in the tuition payment box located on the front wall by the office. A penalty charge of \$35.00 will be assessed for each returned check. In the event of a second returned check, further payment will then be paid in cash or credit/debit card only.

**Offset Against Open Balances:** In the event that (a) you overpay for a specific payment obligation owed to LDF (whether for tuition, recital fees, costume fees, competition entry fees, or otherwise), or (b) you are otherwise entitled to a refund of a specific payment made to LDF, LDF may apply such overpayment or refund to any and all outstanding and unpaid balances owed by you to LDF.

**Individual Class Pricing**  
**(one student, taking one class weekly)**

**INDIVIDUAL CLASS PRICING**  
**(pricing for a once weekly class)**

Class Type	Tuition
<b>Single 30 minute class</b> (Twinkle Toes, Tumble Tots, Preschool Hip Hop)	<u><b>MONTHLY- \$43</b></u> <b>FALL IN FULL- \$163.40</b> <b>SPRING IN FULL- \$204.25</b> <b>YEAR IN FULL- \$348.40</b>
<b>Single 45 minute class</b> (Preschool Dance, Tiny Tumble)	<u><b>MONTHLY- \$45</b></u> <b>FALL IN FULL- \$171</b> <b>SPRING IN FULL- \$213.75</b> <b>YEAR IN FULL- \$364.50</b>
<b>Single 55 minute class</b> (Combo I, Combo II, any Hip Hop class, Flip & Hop, Rec Acro)	<u><b>MONTHLY- \$48</b></u> <b>FALL IN FULL- \$182.40</b> <b>SPRING IN FULL- \$228</b> <b>YEAR IN FULL- \$388.80</b>
<b>Single 75 minute class</b> (Combo III)	<u><b>MONTHLY- \$60</b></u> <b>FALL IN FULL- \$228</b> <b>SPRING IN FULL- \$285</b> <b>YEAR IN FULL- \$486</b>

# **Multi Class Discount Information (family discount).**

**This pricing pertains to families that are enrolled in multiple classes per week,  
or have multiple students enrolled.**

**This pertains to classes in the developmental & enrichment programs.**

## **FAMILY DISCOUNT INFORMATION**

<b>Total number of hours enrolled</b>	<b>Tuition</b>
1 hour	<u>MONTHLY - \$70</u> FALL IN FULL - \$266 SPRING IN FULL - \$332.50 YEAR IN FULL - \$567
1 hour & 15 minutes- 1 hour & 30 minutes	<u>MONTHLY - \$75</u> FALL IN FULL - \$285 SPRING IN FULL - \$356.25 YEAR IN FULL - \$607.50
1 hour & 45 minutes	<u>MONTHLY - \$80</u> FALL IN FULL - \$304 SPRING IN FULL - \$380 YEAR IN FULL - \$648
1 hour & 55 minutes	<u>MONTHLY - \$85</u> FALL IN FULL - \$323 SPRING IN FULL - \$403.75 YEAR IN FULL - \$688.50
2 hours- 2 hours & 15 minutes	<u>MONTHLY - \$90</u> FALL IN FULL - \$342 SPRING IN FULL - \$427.50 YEAR IN FULL - \$729
2 hours & 30 minutes	<u>MONTHLY - \$95</u> FALL IN FULL - \$361 SPRING IN FULL - \$451.25 YEAR IN FULL - \$769.50
2 hours & 45 minutes	<u>MONTHLY - \$100</u> FALL IN FULL - \$380 SPRING IN FULL - \$475 YEAR IN FULL - \$810
3 hours	<u>MONTHLY - \$105</u> FALL IN FULL - \$399 SPRING IN FULL - \$498.75 YEAR IN FULL - \$850.50
3 hours & 15 minutes	<u>MONTHLY - \$110</u> FALL IN FULL - \$418 SPRING IN FULL - \$522.50 YEAR IN FULL - \$891
3 hours & 30 minutes	<u>MONTHLY - \$115</u> FALL IN FULL - \$437 SPRING IN FULL - \$546.25 YEAR IN FULL - \$931.50
3 hours & 45 minutes	<u>MONTHLY - \$120</u> FALL IN FULL - \$456 SPRING IN FULL - \$570 YEAR IN FULL - \$972
4 hours	<u>MONTHLY - \$125</u> FALL IN FULL - \$475 SPRING IN FULL - \$593.75 YEAR IN FULL - \$1012.50

## **Multiple 30 or 45 minute classes ONLY:**

**This pricing pertains to families that are enrolled in multiple 30 or 45 minute classes.**

**This pertains only to classes in the developmental program.**

### **30 MINUTE & 45 MINUTE CLASSES ONLY**

***THIS PRICING APPLIES TO FAMILIES THAT ARE***

***ENROLLED ONLY***

***IN 30 OR 45 MINUTE CLASSES.***

<b>Class Type</b>	<b>Monthly Tuition</b>
<b>2 sessions of 30 minute classes</b> (example: Twinkle Toes, Tumble Tots)	<b><u>MONTHLY- \$70</u></b> <b>FALL IN FULL- \$266</b> <b>SPRING IN FULL- \$332.50</b> <b>YEAR IN FULL- \$567</b>
<b>4 sessions of 30 minutes classes</b> (example- two children each taking Twinkle Toes and Tumble Tots)	<b><u>MONTHLY- \$130</u></b> <b>FALL IN FULL- \$494</b> <b>SPRING IN FULL- \$617</b> <b>YEAR IN FULL- \$1053</b>
<b>4 sessions of 45 minute classes</b> (example- two children each taking Preschool Dance and Tiny Tumble)	<b><u>MONTHLY- \$140</u></b> <b>FALL IN FULL- \$532</b> <b>SPRING IN FULL- \$665</b> <b>YEAR IN FULL- \$1134</b>

## SCHEDULE CHANGES

1. **Class Changes:** A student may drop and add classes depending on availability. Please check with Abby to make sure that it is not too late to order your costume for the new class. If the original costume was already ordered for you, you may possibly need to purchase the additional costume.
2. **Withdrawals:** See below.
3. **Waitlist Policy:** Students desiring placement in a full class will be placed on a waitlist. It is the studio's discretion to fill available spots. To be put on a waitlist, please log into your parent portal (if you are an enrolled student) or go to the registration page of the website (if you are not currently enrolled in our database) and click the word "Waitlist" for the full class that you would like to waitlist your dancer. While a credit card is required to create your account and be placed on the waitlist, your card will not be charged unless a spot becomes available and we have confirmed your dancer's enrollment and registration.

## CLASS WITHDRAWAL-

**In order to cancel registration of any class, the Class Cancellation form must be completed. This is an online form. [CLICK HERE to fill out the form.](#) We also have this linked on our website, under the Contact Us tab.**

In order to stop further tuition obligations for the session (beginning with the month after this notice is received), the online form must be completed before the 1st calendar day (not the first class meeting) of the month you want to withdraw. The Account Holder is responsible for tuition payments, account charges and late fees incurred through the last day of the month a dancer is registered in a class regardless of attendance. The withdrawal will NOT be processed until all outstanding payments are paid. Please make sure your account is at a zero balance before submitting the form.

## WHAT TO EXPECT YOUR FIRST WEEK

1. The lobby is very crowded the first few weeks of classes. This will settle down after the first few weeks.
2. There is a lot of switching around of classes as parents are trying to get settled in the new schedule of the year. Please be patient. Classes often have to change at the same time so that dancers can go to the different subjects they are taking.
3. Like school, the first few weeks of class are review. This allows everyone to get comfortable with new classes and new teachers. Also, teachers can evaluate students to be sure they are in the correct class.
4. If dancers have been placed into classes that are not correct for them –Don't worry – we will find a more suitable class!
5. It is best to get your dancer in class on time, ready to dance.
6. Please keep the hallway clear; dancers will be walked out into the main lobby area for pick up.
7. The youngest dancers will often have tears or anxiety the first few weeks. This is normal. The teachers are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips the first month of class! The best way to ensure success is for parents to assure them they are going to have fun. Leave as quickly as possible and make sure the door is closed. Please keep noise down in the hallways and don't let siblings open or knock on the door. This will distract the dancers.
8. Please have all dancers use the bathroom before class. Dancers in preschool or younger are required to have a parent remain in the building during their class in case the dancer needs to go to the restroom. Dancers in kindergarten and up are allowed to be dropped off and will be allowed to go to the restroom on their own if they do not have a parent in the building.

**Always stop in the office if you have questions or concerns. Every staff member wants your LDF experience to be positive and rewarding.**

## FOR OUR STUDENTS

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full- out, stretch a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

**We have a NO bullying policy and will take the necessary actions to resolve the situation immediately. If you feel like you are being bullied please discuss with your instructor at time of occurrence!**

## FOR THE PARENTS: "WE'RE IN THIS TOGETHER"

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty— makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments. If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with your child's teacher or the director.

Talking only to other parents can lead to misinformation and confusion. Please contact the office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the studio.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

### **Parents of Preschool Students**

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. Lexington Dance Factory serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet and tap (or tumbling) basics, and games in an environment of creativity.

### **Separation from the Parent**

The process of separating from the parent as the child attends dance class is an important accomplishment of preschool children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning:

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that his/her parent will come back and pick him/her up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while in the lobby.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit).

### **It May Not Be the Right Time**

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. Never force your child into the classroom.

If your child stops attending class within the first month, the registration fee will be credited to the following year. We encourage you to have your child try again next year. Please email [accounts@lexingtondancefactory.com](mailto:accounts@lexingtondancefactory.com) so we can credit your account properly.

We recommend that children be encouraged to practice at home but not forced to do so. Repetition is one of the key elements for success with preschool dance students; the more they practice, the more confident they will feel. Practicing with your child allows you to join in the dance experience.

### **CLASSROOM OBSERVATION**

Parents are not allowed to sit in our dance rooms unless specifically invited by our staff. The TV gives you an opportunity to watch class every so often and see the student's progress. Parents will be called in to record, once recital dance has been completely taught.

### **MEDICAL INFORMATION**

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at Lexington Dance Factory. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. All information about our students is confidential.

## STAYING INFORMED

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other important information. We communicate to the parents/guardians using the following sources:

**1.) Customer Portal:** All dance families need to set up their customer portal in order to receive correspondence from the studio. You can also use your customer portal to update your personal information, add/drop classes and check your account balance. **It is your responsibility to log-in to your customer portal and update your contact info, including your email address so that you may receive emails from the studio.** To set up your portal please do the following:

- a. Go to [www.lexingtondancefactory.com](http://www.lexingtondancefactory.com) and click on "Customer Portal."
- b. Type in the email address you used to register online and then click "I do not have or know my password." A temporary password will be emailed to you.

**2.) Emails:** All registered accounts will automatically be enabled to receive email updates and alerts from the studio. You can update your email address on file through your parent portal. Please pay attention to email communications. LDF will use email to communicate updates to this handbook, changes in procedures, and other important updates and information during the year. **Please note that if you opt out of any specific emails for LDF, this will prevent you from receiving any emails from LDF in the future.** Make sure to mark LDF as safe in your email so emails do not go to spam. All emails sent can be accessed through your portal. **ALL EMAILS THAT WE SEND YOU ARE SAVED IN YOUR CUSTOMER PORTAL. LOG IN TO YOUR CUSTOMER PORTAL TO CHECK FOR MISSED EMAILS.**

**3.) Website:** [www.lexingtondancefactory.com](http://www.lexingtondancefactory.com): We are constantly updating our website. News, important parent and student information, contact information, and more are available online 24 hours a day.

**4) Info Table in the Lobby:** We have a table and bulletin board in the front of the lobby with helpful links and information about the studio. There are answers for many commonly asked questions here!

**5.) Facebook, Instagram & Tik Tok:** Like & follow the Lexington Dance Factory pages on Facebook & Instagram to receive daily updates on school events. Please invite your family and friends to also become a fan and keep up with latest LDF news!

## DISCIPLINE POLICY

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
  - If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.

## Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner or director to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Abuse of other children, staff, or property
- Inability of Lexington Dance Factory to meet the child's needs

## STUDENT/PARENT/TEACHER RELATIONS

1. **Contacting Instructors:** If you need to leave a message for an instructor, please do so through our front office. Please do not contact them via social media. Please do not try to catch an instructor between classes. Class schedules are very tight, and our instructors would like to give your questions and concerns the proper attention.
2. **Opening Class Doors:** Please respect our instructors. All classes are closed sessions. Do not open the door during class time. When classes are over, the instructor will open the door for the next class to enter and students will exit to the lobby.

### Student-Parent-Teacher Concern Form:

If at any time you have any concerns you need to discuss regarding a student, please fill out a Student-Parent-Teacher Concern Form.

This form can be found in a folder on the front desk counter. Please turn this form into Abby at the front desk, or put it in the locked tuition drop box.

**This form is not to be handed to any teacher, only directly to the front desk.**

## **LOBBY RULES & STUDIO SAFETY**

1. Parents are asked to bring quiet activities to entertain siblings and waiting dancers in the lobby.
2. No running, playing chase, throwing balls, etc... in the lobby.
3. Please use quiet voices in the lobby. There are classes in progress.
4. Cleaning products are accessible on the wall behind the cafeteria table. Please use these items to clean up if you spill any food or drink.
5. Siblings may not be dropped off with unsupervised dancers.
6. Always be kind and show others #LDFLOVE!

## **STUDIO A**

No students allowed in our ACRO STUDIO without LDF staff supervision.

## **CLASS VISITORS**

Safety issues and legal responsibilities make it impossible for us to allow students to bring visitors into the classroom. Students should not invite siblings, other relatives, or friends to their classes with the exception of special events such as "Bring a Friend Week".

## **PERSONAL BELONGINGS**

1. Labels: Please label all shoes, dancewear, dance bags, coats, etc. with the student's first and last name. If we notice that an item is not labeled properly, teachers may write your dancer's first and last name on their shoes during class. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item in the "pick-up drawer" located in the studio office.
2. Lost & Found: The lost and found is located in a bin in the lobby. Items will be donated the first of each month so make sure to check the bin regularly. LDF is not responsible for lost or stolen items.

## **PARKING LOT SAFETY**

The studio is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. Please do not allow siblings to play in the parking lot.

## **DANCE FLOOR**

Our marley floor is expensive and we want to take care of it so that it can last as long as possible. Please keep the following off of the dance floor: cleats, dirty street shoes, high heels, food/drinks and anything that can puncture the marley.

## **WEATHER CANCELLATIONS**

- FCPS closures due to severe weather conditions **does not** always mean we are closed.
- If FCPS are on a delay due to weather, we DO still have class.
- Daytime classes (those meeting before 1PM are automatically cancelled if FCPS are closed due to weather.
- Decisions regarding afternoon/evening classes may not be posted until 1:00 PM so that we have time to see if conditions improve.
- Notifications of weather announcements will be emailed and posted on the Facebook page.
- Safety of our students and teachers will always be our priority. If we do have class please use your own judgement as to whether or not you are able to attend. We know not all road conditions are the same and we will always respect your decision as to whether or not it is safe for your family to attend.

## **ILLNESS POLICY**

Students and their parents must comply with any guidelines that we are giving via the Covid-19 pandemic. It is imperative that parents read the guidelines and make sure that they and their student(s) understand and fully comply with them. In addition to the requirements set forth in the guidelines, parents should keep their students at home for any of the following conditions:

- Pain – any complaints of unexplained or undiagnosed pain.
- Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough. Difficulty in breathing , wheezing or a persistent cough.
- Fever (100°F/38.3°C or more) or nausea and vomiting.
- Infected skin or eyes or an undiagnosed rash. Severe itching of body and scalp.
- Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. These may indicate a bacterial or viral infection that is easily passed from one child to another.
- Children with any known or suspected communicable diseases or lice.

## ABSENTEEISM

1. **Missing Classes:** If a student will be missing 2 or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.
2. **Excessive Absences:** All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of February through May, choreography for the spring recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the yearend performance. Missing class during this period could result in frustration for the students and their teachers and classmates. Students with excessive class absences may be pulled from the recital dance with no refund. This is at the teacher's discretion.
3. **Make-Up Classes:** There are no refunds for missed classes whether it is due to student absence or studio closure. These can be made up any time before March 31st in an age appropriate class– even if it is a different style than what the student is taking.

**\*\*Students must schedule their make-up through the studio office for the the class that was missed. \*\***

## PHOTOGRAPHY RELEASE

LDF uses photographs and videos of its own dancers in its marketing and promotional materials. You are granting LDF full permission to take, use, reproduce, and publish photographic, video, and digital images of your student (collectively, "Images") for LDF marketing and promotional purposes during and after the student's participation in LDF programs. Further, you acknowledge that LDF shall be the exclusive owner of all rights, including copyright, in the Images, and you irrevocably transfer, assign, and otherwise convey to LDF your entire right, title, and interest, if any, in and to the Images and all copyrights and other intellectual property rights in the Images.

*If you have a personal reason to need to opt out of photos or videos, please notify the front desk.*

## **Spring Recital**

Dress Rehearsal: June 1-5, 2026

Recital: June 6, 2026

Location: ECU Center for the Arts, Richmond, KY

\*Your spring recital costume is included in your registration fee. Costume sizes – we take measurements to refer to a size charge. These measurements are not to order custom sizes. If the costume provided doesn't fit, please complete this [form](#). Boys costumes will get specific directions.

Additional rehearsals may be scheduled for students at the discretion of the teacher/choreographer. These recitals offer our students professionally directed performances that allows them to present to their families and friends the results of hard work, dedication, and progress.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

\*Recital Tickets ~ Recital ticket sale dates will be announced closer to the performances. All accounts must be paid up to date in order to purchase recital tickets.

### **RECITAL FAQ'S**

#### **How long are the spring recital performances?**

Each performance will be 1.5-2 hrs.

#### **Will my dancer get to sit in the audience once her/his dance is finished?**

For general safety reasons, we insist that all performers are to remain backstage during recital performances. We have plenty of staff backstage to keep your dancers entertained while they wait for their dance.

#### **What if my dancer is in more than one dance?**

You will be able to come backstage to help your dancer. Does my dancer have to wear makeup to dress rehearsal? Your dancer does not have to wear makeup to dress rehearsal, however, we do recommend some makeup for the recital, though so the stage lighting does not make dancers appear "washed out."

#### **What is the timeline on recital information?**

1.) Late February you will receive the time of your dress rehearsal and time of show, this list will not be show order. 2.) Tickets go on sale in April. 3.) In late April/early May we will send out the show order. 4.) If you have multiple classes in a show, we are aware of that and will space accordingly, no need to worry. 5.) All classes are in the spring recital.

## **SUMMER PROGRAMMING**

### **One Love Dance Company Intensive**

One Love Dance Company hosts a week-long intensive each summer. Guest instructors are brought in for the week. Dancers need to have previous ballet experience to attend.

### **6-Week Summer Session**

We offer a 6-week session of classes similar to our regular season classes (ballet/tap combo classes, hip hop, and acro). There is not a recital for the summer session. This is a great time to try a new style of class!

### **Summer Technique**

We offer a 6-week summer session of technique classes. These classes are similar to regular season classes and include both ballet academy and team technique classe. These are a great way to continue dance through the summer and increase technical skills. Please visit our website for details.

### **Small Group Acro**

We offer an 8-week session of small group acro classes for dancers that have completed kindergarten or older. There is a limit of 4 dancers per class so dancers get much more individualized attention without having to pay for individual private lessons.

### **Summer Camps**

LDF offers themed dance camp during the summer. Camps are 5 days long (3 hours per day) and include activities such as dancing, tumbling, games, arts & crafts, and much more! We do offer 2-3 weeks of full-day camp each summer. Check out our website for our fun-filled themes or contact the office for dates.

## **LDF BALLET ACADEMY**

At LDF we have a leveled pre-professional ballet academy. Dancers may enter into this program at age 7 or 6 (with instructor approval). Our Academy performs in our annual Nutcracker performance in December and our Spring Recital in June. Placement auditions for the LDF Ballet Academy are held in the summer. We have a non-profit, One Love Dance Company, that helps provide additional opportunities for our dancers.

## **LDF COMPETITION TEAMS**

LDF is proud to host competition teams for dancers ages 5-18. These dancers perform in our ballet performances, recitals, and at dance competitions. Auditions for our competitive dance program are held in the summer.

## **5 YEAR AWARD**

If this is your 5th spring recital, sign up on this [LINK](#), and receive your 5 year medal!

## **10 YEAR AWARD**

If this is your 10th spring recital, sign up on this [LINK](#), and you will be presented with a special 10 year jacket during recital!

## **LDF GEAR**

We have an online store for LDF Gear, through K3 Kreations. New items are added regularly to the shop. Please visit [www.k3kreations.com](http://www.k3kreations.com) to check out the selection!

**CLASS DATES**  
**MARK YOUR CALENDAR!**

**Monday Classes:**

9/8  
9/15  
9/22 - Flamingle Week  
9/29 - NO CLASS- Fall Break  
10/6  
10/13  
10/20  
10/27 - Wear Your Costume to Class!  
11/3  
11/10  
11/17 - Royalty Week  
11/24  
12/1  
12/8 - Swiftie Week  
12/15  
12/22 - **Winter Break- December 21-January 11**  
1/12  
1/19  
1/26 - Pajama Week  
2/2  
2/9 - Bring Someone Special to Class Week  
2/16  
2/23  
3/2  
3/9  
3/16 - Rock your Socks Week  
3/23  
3/30  
4/6 - NO CLASS - Spring Break  
4/13  
4/20 - Picture Week  
4/27  
5/4  
5/11  
5/18  
5/25 - NO CLASS - Memorial Day

**CLASS DATES**  
**MARK YOUR CALENDAR!**

**Tuesday Classes:**

9/2  
9/9  
9/16  
9/23 – Flamingo Week  
9/30 – NO CLASS– Fall Break  
10/7  
10/14  
10/21  
10/28 – Wear Your Costume to Class!  
11/4  
11/11  
11/18 – Royalty Week  
11/25  
12/2  
12/9 – Swiftie Week  
12/16  
12/23 – **Winter Break– December 21– January 11**  
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1/27 – Pajama Week  
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2/10 – Bring Someone Special to Class Week  
2/17  
2/24  
3/3  
3/10  
3/17 – Rock your Socks Week  
3/24  
3/31  
4/7 – NO CLASS – Spring Break  
4/14  
4/21 – Picture Week  
4/28  
5/5  
5/12  
5/19  
5/26

**CLASS DATES**  
**MARK YOUR CALENDAR!**

**Wednesday Classes:**

9/3  
9/10  
9/17  
9/24 - Flamingo Week  
10/1 - NO CLASS- Fall Break  
10/8  
10/15  
10/22  
10/29 - Wear Your Costume to Class!  
11/5  
11/12  
11/19 - Royalty Week  
11/26 - NO CLASS - Thanksgiving Break  
12/3  
12/10 - Swiftie Week  
12/17  
12/24 - **Winter Break- December 21-January 11**  
1/14  
1/21  
1/28 - Pajama Week  
2/4  
2/11 - Bring Someone Special to Class Week  
2/18  
2/25  
3/4  
3/11  
3/18 - Rock your Socks Week  
3/25  
4/1  
4/8 - NO CLASS - Spring Break  
4/15  
4/22 - Picture Week  
4/29  
5/6  
5/13  
5/20  
5/27

**CLASS DATES**  
**MARK YOUR CALENDAR!**

**Thursday Classes:**

9/4  
9/11  
9/18  
9/25 – Flamingle Week  
10/2 – NO CLASS– Fall Break  
10/9  
10/16  
10/23  
10/30 – Wear Your Costume to Class!  
11/6  
11/13  
11/20 – Royalty Week  
11/27 – NO CLASS – Thanksgiving Break  
12/4  
12/11 – Swiftie Week  
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3/19 – Rock your Socks Week  
3/26  
4/2  
4/9 – NO CLASS – Spring Break  
4/16  
4/23 – Picture Week  
4/30  
5/7  
5/14  
5/21  
5/28

**CLASS DATES**  
**MARK YOUR CALENDAR!**

**Saturday Classes:**

9/6  
9/13  
9/20  
9/27 - Flamingle Week  
10/4 - NO CLASS- Fall Break  
10/11  
10/18  
10/25 - Wear Your Costume to Class!  
11/1  
11/8  
11/15  
11/22 - Royalty Week  
11/29 - NO CLASS - Thanksgiving Break  
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12/13 - Swiftie Week  
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4/18  
4/25 - Picture Week  
5/2  
5/9  
5/16  
5/23  
5/30

# frequently asked questions:

**Q: I have an office related question, who do I call?**

**A:** Call us during office hours, 859-271-0581  
or email [accounts@lexingtondancefactory.com](mailto:accounts@lexingtondancefactory.com)

**Q: How do I pay tuition?**

**A:** Please refer to our TUITION PAGE ([linked here](#)) for all the details on payments. Payments can be made through the PARENT PORTAL, or by check / cash in the drop box at the front desk.

**Q: I need to drop a class, what do I do?**

**A:** You must fill out the WITHDRAWAL FORM to drop a class. More information can be found [HERE](#).