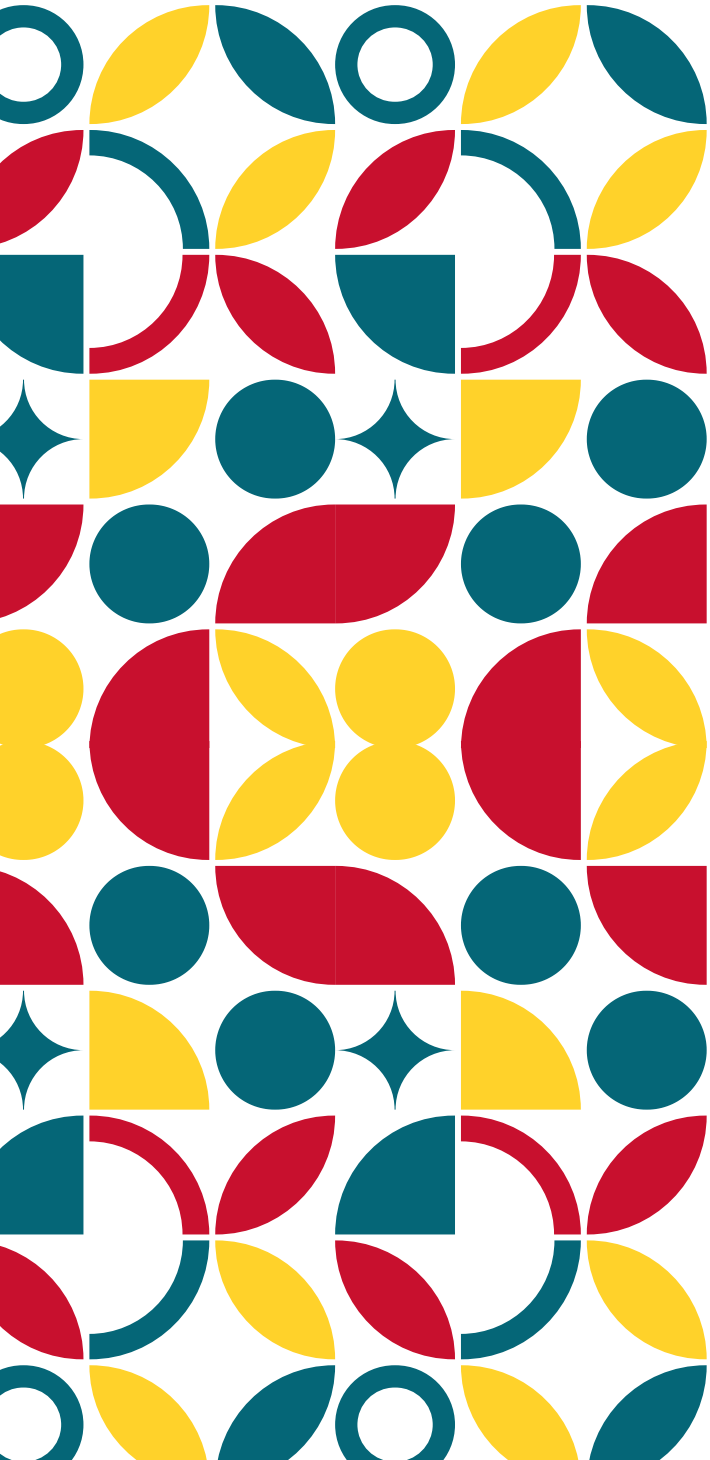




**Metropolitan
Dance Alliance**



Team Handbook

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Welcome Message

We are thrilled to welcome you to the Metropolitan Dance Alliance family! Whether you're stepping into the studio for the first time or returning for another exciting season, we are honored to be part of your dance journey.

At Metropolitan Dance Alliance, we believe in more than just great dancing. We are dedicated to fostering confidence, discipline, creativity, and community in every student who walks through our doors. Our team of passionate instructors is committed to helping each dancer grow both technically and personally, in a safe, supportive, and inspiring environment.

Jennifer Carlson

Owner/Director

This handbook is designed to help you and your family understand our studio policies, expectations, and the resources available to make your experience with us smooth and enjoyable. Please take some time to review it thoroughly, and don't hesitate to reach out with any questions.

Here's to a joyful, energetic, and inspiring year of dance!

Pillars & Mission



Mission

At MDA, we are guided by core operating principles that shape how we work, how we treat one another, and how we grow. These values shape every aspect of our program—from the way we structure our classes to how we encourage each child to express themselves and build confidence through dance.

Pillars

Excellence: Striving for the highest standards in teaching, facilities, training, and overall dance education, including going the extra mile and never settling for less than the best.

Growth: Committing to continuous improvement and development, both personally and collectively, for students, staff, and the studio itself.

Empowerment: Boosting a child's self-esteem by building their confidence (an internal belief in oneself), competence (having the sense "I can do it" and reinforcing their belief in their abilities), and connection (having healthy, positive relationships with others and a sense of belonging and support).

Embrace the Journey: The Journey itself is the goal. From the first day in the studio to the final performance on stage, the process of finding happiness, passion, and dedication in dance is the goal.



Code of Ethics



Code of Ethics: All team members are considered role models of Metropolitan Dance Alliance and will be held to a high standard of motivation, determination and attitude. We expect all team members to be supportive of each other, exercise good sportsmanship and to abide by Metropolitan Dance Alliance's code of ethics below.

Integrity

To conduct oneself with honesty, courtesy, and respect. To express consideration for one's fellow dancers, educators, parents, staff and competitors. To be a person who leads by example and honors commitments. To be a person other people can count on

Leadership

To guide, direct and influence people in achieving their highest goals and ideals. By setting an example through one's actions and speech. To inspire and serve the people of your class, team, or community through full participation in all dance related activities.

Responsibility

To respect and adhere to the policies and procedures of the studio or the organizers of any conference, workshop, or competition.

To be a person who interacts with peers and authority figures in a mature manner. To question authority in a respectful manner. To speak of any issue or grievance to the person who is able to resolve any concern. To be willing to receive coaching and direction when deemed appropriate. To commit to and abide by the studio attendance policy

Character

To conduct oneself with honesty, courtesy, and respect. To express consideration for one's fellow dancers, educators, parents, staff and competitors. To be a person who leads by example and honors commitments. To be a person other people can count on

Professionalism

To respect the dance profession and uphold our values and standards of conduct. To support and encourage one another. To voice opinions and initiate change that will elevate the dance community. To recognize oneself as a role model at all times. To love the study and performance of dance as a universal art form.



Communication

We believe that an open line of communication between the studio and the parents is essential to a successful dance experience. The studio utilizes multiple channels of communication including email, our website, newsletters, The Band App, and in-studio message boards. Please check all sources regularly! We encourage you to contact our office or your child's teacher with any questions that arise throughout the year.



Email

A majority of information we send will be sent through our email mail list. Email helps us efficiently keep everyone up to date on news and events. Please make sure we have your correct email address on file. Many emails will direct you to our website with important documents.

MDA Families Website

<https://metropolitandancealliance.com/current-families/> is our password protected MDA families website which houses many important documents and will be updated frequently. You can find contact information, details on upcoming events and more. The updated password has been sent via email.

Team Manager

Each MDA team will have team parent(s) to assist MDA in communication, volunteer recruitment, costume organization and more. Please reach out to your team parent with any basic needs. They can get in touch with an MDA staff, if they are not sure how to assist you.

BAND App

Each team at MDA is set up with a Band group on the Band App. The Band App is for MDA parents. Please download the app from your smartphone. The app will be used for quick communication and is a good place for you to connect with your child's team and team manager. Information about team managers & Band App access has been sent to all current team members.

Teachers

You can reach out to your child's teacher via email. Please connect with a front desk staff if you need your child's teacher's contact information. Teachers should be contacted regarding specifics about your child in their class.

Online Parent Portal

MDA is proud to offer an online solution for parents and account holders to access all of their account information online. This service allows for users to process payments for charges, enter and modify contact information and register for classes from the comfort of their home- 24 hours a day. You can access your [parent portal](#) via our website.

All other questions: should be directed to registration@mdadance.net or an MDA front desk staff member.

Studio Policies



Classes, Classroom & Lobby Etiquette

- Weather: Please understand that we cannot be responsible for acts of Mother Nature. Snow dates do not affect your monthly tuition. Studio closings will be emailed to you and posted on our social media accounts.
- The Studio is not responsible for lost or misplaced articles. Please put names on all belongings.
- With the exception of class parties, food and drink, except water, are prohibited in all classrooms and the lobby at all times.
- Students should wait until the teacher is present before entering the classroom, unless directed otherwise. All students should exit the classroom at the end of class. Younger students whose parents have not yet arrived for pickup should wait in the studio lobby with one of our office staff members. Students are not permitted to use the classrooms when a teacher is not present unless arrangements are made through the studio office.

Parking/Drop off and Pick up Procedures

With so many families arriving and departing, please be mindful and aware of the parking lot, children entering, and exiting MDA. Also, we want to be respectful of other businesses and customers at the mall entering and exiting CTC, Shakopee Schools, and Dollar General.

- Please pull up on the mall side curb and create a line starting behind the curve of the sidewalk. Please do not stop alongside the curb directly in front of MDA or CTC. Parking alongside this area creates a blind spot to drivers coming around the curve.
- Do not stop to drop off or pick up opposite the mall side curb. Please pull into a parking spot.
- Do not stop in front of doors to the Shakopee Schools, Dollar General, Anytime Fitness or the Daycare Center. Please leave two car lengths in front of these business's main doors for the safety of pedestrians coming and going from these locations.
- Please pull forward as cars leave to shorten the line.
- If you are parking and walking into MDA, please cross directly in front of the MDA's main doors. Please use the sidewalk from there to enter the mall doors.

Studio Policies



Attendance Policies

Regular class attendance is mandatory and creates team spirit and success! All Team members are expected to uphold Metropolitan Dance Alliance's Team attendance policy.

- If a student must miss class, it is the parent or student's responsibility to communicate this to administration and the student's teachers. To communicate an absence, please submit the absence in your Parent Portal by following the steps below. Please complete this to communicate any absence.

Absence Notification: Please follow the directions below to submit absences:

1. Log into your Parent Portal
2. Click on "Info" on the top bar
3. Click on "attendance" on the drop-down bar
4. Click "report absence"
5. Complete the steps that follow. Be sure to select all classes your child will miss and enter a "reason for absence" on the last screen. If no reason is entered, the absence will not be counted as an excused absence for team/performance line students.
6. Click "submit absences"

Studio Calendar:

- MDA releases important dates for the entire season so all students can be in attendance. Please mark all dates on your calendar, including extra rehearsals, staging and performance dates. View Team Calendar on the [MDA Families Site](#).

Team Specific Attendance Information:

- Extra Rehearsals:
 - Teachers may not know if extra rehearsals are needed until about 7-14 days before. Attendance is required.
 - Work, vacation, or other events will not be excused.

Planned Absences: (vacations, weddings, known school events)

- Absences must be submitted at the start of the year.
- After the deadline, planned absences will not be excused.

Choreography Days/Weekends:

- The studio will schedule and communicate as soon as possible.
- Outside choreography may happen in August or September before the season starts.
- Work, vacation, or other events will not be excused.

Studio Policies

Attendance Policies

School-related Events: (fine arts concerts, award ceremonies, field trips, religious ceremonies, National Honor Society events)

- Excused with two weeks' notice.
- Make-up tests, teacher meetings, and tutoring are excused if notified before class.
- Those fees will not be refunded if the absence results in missing competitions or required events.

Financial Absences:

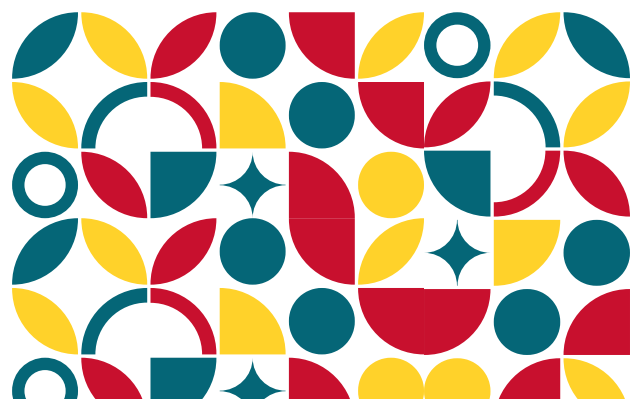
- Missing classes, choreography, workshops, or other required events for financial reasons will be unexcused.

Illness & Injury:

- Please stay home if you are sick.
- A doctor's note may be required if your dancer misses more than 3 days of class due to an illness or injury.

UNEXCUSED & EXCESSIVE ABSENCES:

- 2 Unexcused Absence per style:
 - Email communication and possible reblocking of dancers' positions in group dances missed at the teacher's discretion.
- 3 Unexcused Absences per style:
 - Email communication. and dancers will be reblocked in dances.
- 4 Unexcused Absences per style:
 - Email communication, dancers will be reblocked in dances. Solo, duet, and trios suspended for one competition. Weekly solo, duet, and trio lessons will continue.
- 5 Unexcused Absences per style:
 - Scheduled meeting with parents and dancer to determine next steps, including removal from routine.
- Excessive Excused Absences per style:
 - At the studio's discretion, dancers may be reblocked in dances, suspended from solo, duet, and trios at one competition, or schedule a meeting with parents and dancers.



Studio Policies

Payment & Fees

REFUND POLICY: There will be no refunds for missed classes, competition fees, required event fees, or any fees associated with competitions and required events.

- Solo, duet, or trio competition fees and related fees associated with competitions will not be refunded due to a suspension.
- Based on their refund policy, injuries will be handled case-by-case with the competition/required event.

Yearly & Monthly Fees are explained in team outlines found on the MDA families website. Please read through these for a thorough understanding of your financial obligations.

Monthly Payments are due the 1st of every month. Our tuition costs are due September-June (10 payments). This does not include mandatory Summer Classes. Please see outline of fees on the MDA Families website.

Methods of payment: MDA accepts cash or check at our desk. Credit Card payments are accepted online and will include a 3% service fee.

Late Fees: All accounts with an outstanding balance on the 10th of the month will be charged a 1.5% late fee on their total balance, and every 30 days thereafter until the balance is paid in full.

- NSF Fees: An NSF Fee (in the bank assessed amount) will be charged for any returned checks.

Family discounts are offered to families with more than one child enrolled in our program. The first student pays full tuition. The 2nd student receives 5% off their tuition of equal or lesser value. A 3rd child receives 10% off their tuition of equal or lesser value. Family discounts described are for immediate family only. Studio Management will make the final decision regarding family discount eligibility.



Studio Policies

Financial Agreement

MDA offers all-inclusive pricing. To stabilize monthly payments, MDA divides the total yearly payment into ten monthly installments. Therefore, the regular season fees for the 2025–2026 financial season will be billed from September 2025 through June 2026.

Please note that the regular season fees do not include fees for:

- Extra rehearsals
- Competition media
- Daddy–Daughter
- National rehearsals and Nationals fees (if applicable)
- Events & team outings
- Banquet tickets
- Recital and holiday show tickets, merchandise, & flower sales
- Shoes, additional tights, or jewelry
- Outside choreography
- Mandatory Summer Classes
- Any other unforeseen additional fees.

Fees are subject to change at any time. Written notification and explanation of any fee change will be provided.

Competition Media Fees: All dancers will be charged a one-time media fee for each competition they attend. In exchange, the competition will make all photos and videos from each routine available for download. The competition requires this fee, and is not an MDA fee. 100% of the cost goes directly to the competition.

If your dancer adds or drops a class any time during the season, your regular season tuition will be adjusted to reflect those changes. All expenses related to workshops, competitions (fees and costumes), or mandatory events are non-refundable after September 30, 2025. This includes students who drop out of the program before September 30th, 2025. Injuries are handled with the vendor separately and on a case-by-case basis (competitions, workshops, events).

The Performance Fee includes the following items: Digital Downloads and Staging Fees

A practice fee will be charged for any extra rehearsals necessary beyond the three weekends identified on the yearly schedule.

Please note that tuition is calculated to include holidays, vacation weeks, occasional cancellations due to inclement weather, staff illness, or unforeseen circumstances beyond our control, and it is important to understand that tuition is NOT calculated on a per-class or monthly basis. Furthermore, the tuition amount remains consistent regardless of attendance or the number of classes scheduled in any given month throughout the season.

Withdrawal Policy: Metropolitan Dance Alliance requires a 30-day written notice if you need to withdraw from Metropolitan Dance Alliance for any reason (loss of interest, school obligations, injury, illness, moving, etc.) during the 2025–2026 season. Please email registration@mdadance.net to receive the withdrawal form. The form must be completed to fully withdraw. After the 30-day notice, we will terminate your next monthly installment of your tuition or, if a full year of tuition was paid, we refund the remaining installments minus any already incurred non-refundable fees (i.e. competition fees, costumes, performance fees, choreography fees, etc.) minus 15%. If you have any questions, please reach out — we're happy to help.





Studio Policies

Fundraising

- MDA will offer several fundraising opportunities throughout the year. Participation in these fundraisers is optional.
- All funds raised will be applied directly to your dancer's **tuition**.
- MDA will not give cash refunds for funds raised in excess to your dancer's tuition. Any excess funds will be applied to future tuition payments. If your dancer withdraws from MDA, before using all the funds raised, you will forgo those funds.
- In the case of a split family account, all funds raised will go to the parent's account whose name is on the fundraiser form. Multiple parents are welcome to fundraise to receive funds applied to multiple accounts.
- Any MDA family has the option of seeking additional fundraising options outside of MDA. Fundraising payments can be sent directly to MDA and be paid on behalf of your account.
- Those families looking for additional fundraising opportunities, we suggest [MN Fundraising Initiative](#)

Drop Out Notice

- If you decide to terminate your enrollment at MDA, a 30 day written notice is required prior to unenrolling.
- If your child drops before the first day of dance, all fees will be reimbursed, except for the non-refundable \$35 registration fee.
- If your child misses 4 consecutive weekly classes without notification, we may drop your child from the class. You will be responsible for the final monthly payment, as well as any outstanding balance. Payment is due upon final invoice.
- Costumes/Drop Notice: Costume companies do not offer refunds for costumes. If your child drops out of MDA once the costumes have been ordered, you will not receive a costume refund but will receive the costume when it arrives.

Studio Policies



Extra Rehearsals & Choreographer Fees

Choreographer Fees: For some routines, an outside choreographer may be brought in. Additional fees will be charged for this.

Extra Practices: As competition approaches, instructors may feel it is necessary to schedule an extra practice. These practices are mandatory. Please see the yearly calendar for weekends reserved for extra practices. Up to three (3) additional practices are included in monthly tuition. Any extra practices above and beyond the scheduled weekends may result in an additional practice fee being added to each account.

Competition & Performance Policies

- All competitions, workshops and team events are mandatory
- All team members are automatically registered in all mandatory competitions. If a dancer is unable to compete for any reason, all entry fees paid will be forfeited.
- If a dancer misses any competition for a non-medical reason they will forfeit the next competition unless approved by the director, Jen Carlson
- Competition schedules will be released to parents approximately 1 week prior to the competition.
- You must arrive at the competition 2 hours before your child's 1st scheduled performance with hair done, make-up on and costumes ready to go. If you are running late, it is the parent's responsibility to contact the team manager directly. The teacher has the right to pull your child from the routine and rearrange the dances appropriately if we do not hear from you. For this reason, your child may not dance even if you show up before the dance starts.
- National Years Only- The practices prior to Nationals are mandatory. If you are not able to make this commitment to your team you must inform the studio before the qualifying regionals. This policy applies to all levels that will be attending nationals.
- Non-National Years team members may participate in an end of the season workshop at MDA. If offered, Team members, on the teams required to attend the workshop, must be in attendance. Dates are marked on your yearly calendar. As fees are due in advance, no refunds will be issued for missed classes/events, unless approved by Jen Carlson.
- Any chemical use of any kind is grounds for immediate dismissal from the MDA program. Specific proof of use is not required. All students are ambassadors for the MDA program when at school and in the community. Any behavior by a MDA student deemed unacceptable by the studio owner will result in a likely dismissal from the program.



Costume Policies



MDA will purchase an age-appropriate costume for each routine your dancer is performing in. All students will be measured in class to ensure proper sizing. If your child is gone during measurement week, please be sure to get him/her measured the following week.

When your child receives their costume, it will be fitted properly to their size and steamed, ready to wear. We will not leave any parents responsible for alterations.

Costume fees include the costume, alterations, exchanges, tights, rhinestones and accessories. Families are responsible for purchasing the required shoes, jewelry and wigs (if applicable) separately.



All team and performance line members will receive one pair of the same style/color tights per year for all performances and competitions. This means if your dancer is given pink footed tights for the Winter Performance, this will be the same pink footed pair they would use for all future performances. Additional tights may be purchased through the studio.



Winter and Spring Productions

Our Winter Show and Recital Production are part of all MDA student's dance education.

The Winter Show is a performance put on by the whole studio in December. Each student is required to attend classes regularly, attend any additional rehearsals associated with the performance and pay for costume(s) needed for their routine.

Our Annual Recital is held in the Spring and each student will be required to attend classes regularly, attend rehearsals associated with the recital, and pay for any costume(s) needed for their routine(s).

Information on performance location, tickets, flower sales, and rehearsal & performance details will be available at least one month prior to the event.

Dance Shoes & Dancewear

Ballet Attire: Ballet technique and choreography classes are the only classes that require a black leotard and pink tights, (skirts are optional) for female dancers. It is important to see a dancer's back for posture and alignment. If a dancer needs additional support under their leotard, only a black sports bra without excessive straps is permitted. Ballet shoes should be worn snug, with ties tucked in at all times.

Dance Attire: All other classes require regular dance attire and can be worn in any color. Regular dance attire can include tight-fitting shorts/pants, top or leotard & tights.

Hair: should be up and away from the face. A Ballet bun is preferred for Ballet classes.

No necklaces, bracelets, & large earrings should be brought or worn to class.

Required Shoes: Must be worn for all performances. A list of required shoes is available at the front desk and on the MDA families website.. All shoes should be purchased through MDA to ensure proper style and fit.

Label all items. We have a lost and found that grows tremendously throughout the year. All items not claimed will be donated to Goodwill on a monthly basis.

Special Events

Throughout the year, you will find many exciting events happening at Metropolitan Dance Alliance! From class holiday parties to parent observation week and Shakopee Community engagement, each season brings new fun activities.

Check our yearly calendar for our scheduled special events and keep a lookout for more details on our next special event!

MDA has started a parent led Spirit Committee - this committee will be planning activities throughout the year to bring all teams together!



Private Lessons



Private Lesson Fees

- Payment: Fees are paid directly to the instructor based on their rate. Lesson times are arranged directly with the instructor.

Account Standing

- Private lessons cannot begin until the account is paid or an agreement with the studio is in place. Private lessons will be suspended if your MDA account is over 60 days past due. They can resume once the account is current.

Studio Admin Fee

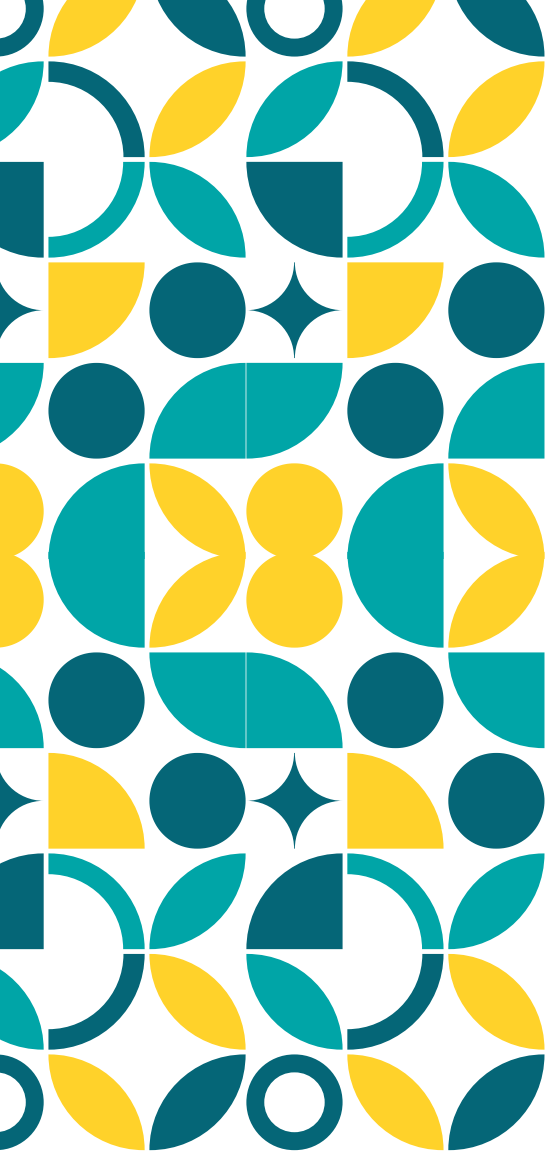
- An admin fee of \$50 for 1 routine/\$75 for 2 or more routines will be charged for students participating in solos/duets/trios for the 2025–2026 season, covering costs for registering for competitions, ordering costumes, etc. The fee is due October 1st, 2025. There is no admin fee for Tech only lessons.

Room Rental Fees

- Rate: \$7.00 per half-hour per student
- Sign-In: All students must sign in at the front desk before lessons
- Punch Card System
 - \$70 for a 10-lesson punch card (half-hour lessons)
 - \$105 for a 10-lesson punch card (45-minute lessons)
- A punch card will be automatically billed to your account when your current card runs out
- Non-Compliance: If students consistently fail to sign in, a \$350 studio rental fee will be applied to cover rental fees from October 1st through May 31st.

Costume Fee

- Each costume ordered through MDA is \$165 and is due on November 1st, 2025.
- Independent Costume Purchase: You must get approval from MDA. A \$50 incidental costume fee for each costume ordered outside MDA will be applied.
- Alteration Services: Jill Hofslie, our in-house seamstress from Just Ask Jill, will handle simple alterations, such as seam ripping, strap/neckline adjustments, restructuring, or adding/removing fabrics and embellishments. Any additional fees will apply for more extensive alterations and will be billed directly to the student from
- Costume Fee Exceeds \$165: You will be responsible for the price difference.
- Costume/Shipping Prices: MDA makes all efforts to minimize shipping costs and find discounts.
- Rhinestones: Must be purchased through the studio's Dancer Direct program with Rhinestones Unlimited. Through the Dancer Direct program, you receive a discount on all purchases. Please call Rhinestones Unlimited at 952-848-0133 and request an appointment so you can get set up on the Metropolitan Dance Alliance's Dancer Direct program. You can also visit the Plymouth Rhinestones Unlimited showroom for design help.



Thanks for being a part of Metropolitan Dance Alliance. We are looking forward to a great season!



952-445-2330



www.metropolitandancealliance.com



registration@mdadance.net



1159 Shakopee Town Square
Shakopee, MN 55379

Additional Resources

Team Financial Outlines

- [Rookie](#)
- [Mini](#)
- [Petite](#)
- [Junior](#)
- [Upper Division- Junior Elite, Teen, Senior & Senior Elite](#)

[2025-26 Audition Results](#)

[2025-26 Yearly Calendar](#)

[2025-26 Shoe Requirements](#)

[Stage Hair & Make Up Requirements](#)