



Metrowest Dance Academy Handbook
2025-2026

Mission Statement

Here at MDA, we are inspired by a love for dance and a strong passion for teaching.

- We are proud to offer an outstanding quality of training in dance for all age groups.
- Teachers are qualified to the highest international standards of The Royal Academy of Dance, the Imperial Society of Teachers of Dancing and Progressing Ballet Technique.
- Our use of comprehensive training enables us to offer a current, progressive, and developmentally sound curriculum.
- Students from ages 3 to 18 will be challenged, nurtured, and develop their skills in a safe, disciplined and friendly environment.

Attendance

Rosters are kept for every class. Please inform the office, info@metrowestdance.com, as soon as you know your child will be missing a lesson.

- If students are kept home from school, please do not send them to ballet that day. If vocational students are injured and are unable to dance but are not sick, please send them along to observe their class and make notes. For further description on vocational or other levels, please refer to the "Clarification of Class Levels" section.
- Consistent attendance is crucial in order to progress at the expected rate.
- Students can make up a missed lesson by attending a different class either at, or below, their own level. An arrangement of this nature must be agreed upon with MDA Director, Mrs. Williams, first.

Punctuality

It is extremely important to not only be punctual but also leave your student with sufficient time to dress and prepare for class.

- Very young students should be encouraged to use the restroom prior to class. Hair should be secured neatly in a bun.
- To ensure that you are prepared to do and feel your best, it's recommended to arrive at least 10 minutes prior to when your class is scheduled to begin.
- Correct uniform must be worn to every class.

Waiting Room

The waiting room is open. Please feel free to wait for your dancer there or wherever works for you. Wifi is available if needed!

Observing

We have windows that enable you to observe classes. Please keep your observation fairly minimal so that the students can settle and feel that they are secure in their own space without seeking your approval or reassurance.

Parking

There is a parking lot outside MDA.

- Please always keep the handicapped parking spot free unless you have a blue badge. Also keep the walkway that leads from the parking lot to the studio clear. Do not pull up into these areas, even to wait in the car with the engine running.
- When entering the parking lot pull all the way into a space before letting out your dancer so as not to block the entryway from Blandin Avenue.

Communication

All communication at MDA currently comes in via email or phone.

- All emails should be sent to info@metrowestdance.com.
- Phone calls: 774 208 6547.

All emails and calls will be responded to as soon as possible. The administrators work onsite from 3:30-7 PM Monday-Thursday and Saturday from 8:30-11:30 AM and can pass along any questions that you may have to Mrs. Williams. In addition, they can also help with registration and inquiries about fees and charges.

Royal Academy of Dance (RAD)

Our program begins with the technical and artistic foundation of the RAD syllabus.

- This international syllabus is taught in over 80 countries and to over 250,000 students worldwide. This highly regarded training is validated each season through a series of graded examinations.
- Students are encouraged to participate in the RAD exams as they help dancers work towards personal goals (intrinsic motivation), achieving as high a result as possible provides extrinsic motivation. The dancers gain a sense of accomplishment after taking their exam particularly when they have

worked hard to achieve this standard in their training. The results show level of achievement in the following areas: technique, musicality and artistry. Through working hard over a long period to achieve personal best the dancers develop resilience, confidence and strong work ethic.

- The opportunity is offered to students in Pre-Primary and above at the discretion of the teacher. This is another performance opportunity for students as well as a life learning experience, as they enter the examination space in very small groups and perform all of their class work without teacher assistance. A job or a college interview will be a piece of cake to any student who has grown up entering their RAD exams with grace, poise and preparedness!
- Increasingly, colleges across the globe are recognizing RAD examinations in the application process and scholarships are sometimes awarded to students who have shown commitment to their training and taken exams in the Advanced levels.

Contact with teachers

Please keep communication with teachers in between classes to a minimum.

- We do not have any free time between classes and our priority is teaching the students.
- If you would like a conference with a teacher contact Mrs. Williams, gwilliams@metrowestdance.com, and include your available times. These can be scheduled for the end of either semester.

Private Lessons

Private lessons must be arranged through Mrs. Williams: gwilliams@metrowestdance.com.

- Teachers are available at certain times of the week to give private instruction. This is usually when a student needs extra help or is missing some of their regular lessons and needs to catch up.
- For a student wishing to gain greater depth of understanding and move their training up to the next level, private lessons are definitely suggested and tremendously beneficial.

Annual Performances

Students age 3 and up are invited to participate in the annual spring performance. The spring performance is a full-length, original work that allows all students to perform all types of dance we offer at MDA. This performance usually takes place in the beginning of April. Most choreography will take place within lesson times. Solo and main character parts will be choreographed at other times during the weekend. As much notice as possible will be given to parents.

December Performance - The Nutcracker: Clara's Dream

This performance is open for dancers in Grade 1 and above. To participate in this show, dancers are invited to audition and rehearsals will mainly be held on Friday nights and Saturday afternoons.

Observation Weeks

We usually provide two observation weeks each year. Parents can observe the development of the dancers from the beginning to the end of the year and see the teacher's methodology. Always plan to observe the class in its entirety. Siblings are very welcome, although if they grow restless, please accompany them into the waiting area so as not to disrupt the lesson.

Payments and terms and conditions

Upon registering for MDA you are signing up for classes that run September to June. Registration is online. If you have any difficulty with the registration process we can help you at the studio. There is a one-time annual registration fee and tuition is charged one month in advance. It is payable monthly or annually by either ACH or credit card. Monthly payments are automatically charged on the 1st of every month from September to May. 3 snow days are allocated for the final 3 days of the year.

MDA Social Media Accounts

Please follow us in social media in the accounts listed below

- Facebook:
 - <https://www.facebook.com/MetrowestDanceAcademy>
- Instagram:
 - @metrowestdanceacademy
 - <https://www.instagram.com/metrowestdanceacademy/>

Clarification of Class Levels

A vocational student is in Intermediate Foundation to Advanced 2 levels.

A graded student is in Grades 1-8.

A Foundation student is in either Little Steps, Pre-Primary or Primary classes.

Uniform

All classes at MDA have a specific uniform. Many MDA uniform colors are custom and only available at Capezio in Wellesley Hills. The uniform list is available online at www.metrowestdance.com and hard copies are available in the studio.

Suppliers:

Capezio, Wellesley Hills - [\(781\) 237-5526](tel:7812375526)

Character Uniform:

All graded students (RAD ballet Grade 1-8) need to have their own character skirt.

The black circular skirt with ribbons can be found in the online store at

www.radusa.org and should come to mid-calf length. Character shoes are available at Capezio, Wellesley and Dance This Way, Concord.

Ballet Shoes:

The graded students must wear leather ballet shoes with a full sole in order to sufficiently strengthen the foot as it grows. Students who need to be fitted for demi-pointes and pointe shoes are encouraged to make an appointment with:

- Laynie Terban at On Your Toes, Peabody, MA
- Alena at *Dance This Way*, Concord, MA
- Lynn at Capezio in Wellesley, MA

All pointe shoes in Intermediate Foundation and Intermediate levels must be checked by an MDA teacher before sewing on elastics and ribbons.

Additional COVID-19 Policies:

We continue to follow the Centers of Disease Control and Prevention (CDC) guidelines regarding COVID-19. The CDC recommends that instead of quarantining if you were exposed to COVID-19, you wear a high-quality mask for 10 days and get tested on day 5.

When a teacher is exposed, they need to wear a mask and take an at-home antigen test 2 hours before they come into the studio.

Regardless of vaccination status, you should isolate from others when you have COVID-19. You should also isolate if you are sick and suspect that you have COVID-19, but do not yet have test results. If your results are positive, you need to stay home for at least 5 days and isolate from others in your home. You are the most infectious during this time. If after 5 days you are fever-free for 24 hours without using medication, your symptoms are improving, or never had symptoms, then you may end isolation. If your results are negative, you can end your isolation.

You should wear a high-quality mask through day 10 to protect those who are more susceptible to COVID-19.