

# Gina's Gems

"Discover the Possibilities"  
Studio Handbook



## Director: Gina Jeffords

Four Term Board Member of the Georgia Council for the Arts

Over 46 years teaching experience

Three-time Twirl Mania International Coach of the Year

NBTA Coach, NBTA Judge

USTA Level 1 Certified Coach

Member of the Dance Educators of America

Georgia Southern University Majorette Coach

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Cell 912-294-3199

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ginasacademyofdance.com  
WELCOME AS WE CELEBRATE OUR 40<sup>th</sup> YEAR in Wayne County  
Look for Gina's Gems on Facebook & Instagram

Without Dance What's the Pointe'

At Gina's Gems, we open the door to endless possibilities through the magic of performing arts. We offer a wide range of classes—including tap, ballet, jazz, hip hop, pointe, baton twirling, cheernastics, tumbling, and modeling—tailored for both beginners and advanced students.

With over 40 years of experience in Wayne County, we've built a proud legacy of inspiring young dancers, twirlers, and acrobats to shine on stage and beyond. Our commitment to excellence and the discipline we instill help students develop confidence that lasts a lifetime.

At Gina's Gems, we're more than just a studio—we're a family. We're excited to welcome you and your child into our supportive community and look forward to helping every student grow, both artistically and personally.

**Class attire:**

**Baton:**

Students should wear black dance pants or shorts with crop top or leotard. Tennis shoes or jazz shoes may be worn.

**Dance:**

**3yr & Pre- K:** Students should wear a black tank top leotard and carmel tights, pink ballet shoes and tan tap shoes. Other colors may be worn.

**Students in the Kindergarten - 12<sup>th</sup> grade:** Students should wear black dance pants and black crop top or black leotard, carmel tights, pink ballet shoes, tan jazz shoes, and tan tap shoes Tuesday Dance classes will need JAZZ TAP shoes (good for TOE stands)

**6<sup>th</sup>- 12<sup>th</sup> grade dancers:** Students will need tan jazz shoes Tan Jazz Tap shoes.

**Advanced ballet:** Students may also need to purchase pointe shoes later. Ballet students must wear back leotard & carmel tights hair in bun for all ballet classes.

**Cheernastic Tumbling:**

Students should wear black dance pants or shorts with crop top or leotard.  
Hair should ALWAYS be in bun or ponytail.  
Dance Students Must have a bag for shoes and extra items.

**Preschool Dance Students**

Tap Shoes should have the Ribbon removed.  
Tap shoe ties may be purchased to help keeping shoe tied during class.  
Ballet shoestrings should be tied in a permanent knot and excess lace cut off.  
Please ensure that preschoolers have been to the restroom prior to class.

### **Arrival time**

Students should report to class at their designated time. Students should be picked up promptly after class. If you are running late, please text Gina 912-294-3199.

### **Monthly Fees**

All lesson fees should be paid by the 1<sup>st</sup> of the month. Fees should be paid through your Dance Studio Pro app and everyone MUST be enrolled in AUTO PAY unless you are paying by cash or check. Payment will be processed between the 1<sup>st</sup> and 10<sup>th</sup> of the month.

\$50.00 service charge will be added to all return checks. Make checks payable to Gina H. Jeffords, and indicate your child's name, the month, or purpose of the check. There is a drop box and envelopes in the lobby for your convenience.

Note: During the dance calendar year, there are months with five lessons and there are parades and/or special performances, which balance out the Holidays. The dance calendar year balances out to an average of four lessons per month.

### **Parking Lot**

Please be careful pulling in & leaving the lot for children, parents, and other vehicles. Please do not utilize the adjacent parking lots.

### **Cell Phones**

Cell phone use will NOT be tolerated during class for any reason.

### **Studio holidays**

Holidays will be announced each month

### **Personal Equipment**

Name should be on all personal equipment. (Shoes, bags, and batons). Shoes should be in a designated dance bag.

Each child's shoes and batons look alike, so please make sure your child has their name on everything. We will not be responsible for lost personal equipment.

### **Observation**

Parents are asked not to stay during class time, unless preapproved by Gina at least a week in advance. Parents are asked to wait outside or in lobby area until class is over.

**Parade costumes (Parade Costume is subject to change and new costume may need to be purchased.**

Parade costume should be ordered by August 15th. The cost of a new costume is \$90.00. We will use the same costume from last year.

Note: Carmel tights and Tan Jazz shoes are needed for parade costume, which is not included with the costume.

Costumes will be used in all parades. Baton and cheernastics students will also use this costume for the recital at the end of the year.

**Recital costumes for Dance**

Full deposit for costumes will be due by November 1<sup>st</sup>.

\$170.00 for Middle School and High School Dance

\$165.00 for Preschool thru 5<sup>th</sup> Grade Dance

Batons and cheer students will wear their parade costume for the recital.

NO REFUNDS!!! IF YOUR CHILD QUILTS TAKING LESSONS AND YOUR COSTUME FEE IS PAID THIS IS NOT REFUNDABLE AND COSTUMES WILL NOT BE GIVEN TO YOU. NO EXCEPTIONS!!

**Private lessons**

Lessons are available for students who are serious about performing arts.

Lessons with Gina Jeffords are \$45.00 for 45 minutes or \$50.00 for 1 hour, payable to Gina Jeffords.

Private lessons with assistants are \$35.00 for 45 minutes and \$40.00 for one hour, payable to that instructor.

Private lessons are payable when the lesson is given to the instructor directly.

Classes will begin the week of **August 11<sup>th</sup>**