

# *Welcome to The Studio*

I am delighted you are pursuing dance instruction at The Studio. We are here to provide you and your child with an exceptional dance experience.

We continually strive to improve services to our dancers. This handbook will give you information about our classes, calendar, policies, and fees in an attempt to acclimate you to The Studio. Please read the information thoroughly as there are some changes every year and keep this handbook as it contains the year's **calendar** and to serve as a reference throughout the year.

## *Communications*

The Studio regularly needs to communicate with families and there are a few ways we do so.

### 1) **Bulletin Board**

1. Please check the bulletin board every week.
2. Any newsletter will be posted on the bulletin board for you to read. Newsletters are also emailed out and posted on the website ([www.summerdaledance.com](http://www.summerdaledance.com)) which you'll want to check regularly as well.

### 2) **Your Online Account**

1. If you ever have questions about your account, please check in online at <https://www.thestudiodirector.com/thestudio/portal.jsp?page=Login>
2. You may also check in with Ms. Vicki at the desk. We can reset your password if needed.

### 3) **Email** - We use email regularly to communicate. This enables us to communicate with all of our families quickly as needed. We have two different systems, our database and our newsletters. If you are not receiving our newsletters please let us know right away.

### 4) **Print Outs** - For individualized items, I send home notes with each family. These do not occur often just due to our size.

### 5) **Website**

1. We also keep our website current with information and the latest documents, like newsletters.
2. Feel free to regularly check [www.summerdaledance.com](http://www.summerdaledance.com).

### 6) **Facebook**

1. We also put information including pictures from our events on our Facebook page.
2. 'Like' us to stay informed at <https://www.facebook.com/TheStudioDance>



## Calendar

### September

- September 5 Classes Begin
- September 18 - 23 Measuring for holiday costumes
- September 23 Exception form due for students not participating in holiday show [to not order costumes]
- September 30 Holiday costumes ordered

### October

- October 7 Pennsboro Pumpkin Fest performance Adams Ricci park, Noon
- October 15 Girls World Expo
- October 24 - 30 Wear Halloween costumes to class [not required]
- October 31 No Evening Classes - Halloween Locally Observed (please attend make-up classes)

### November

- November 4 The Studio Dances With the EP Stars
- November 6 Spring Recital Invitations to Participate due back in to Ms. Vicki
- November 20 - 25 No classes for Thanksgiving - make-ups available [classes held Monday]
- November 27 Measuring for spring costumes begins

### December

- December 11 - 14 Holiday cookie socials in class - Saturday classes on 12/9. No classes on Saturday 12/17. Please make up as you are able. )
- December 16 The Studio hosts holiday shows at The Studio for our younger dancers
- December 16 The Studio presents, "Frosty" at Scottish Rite Theater

### January

- January 1 Spring costumes ordered
- January 8 Classes resume

### February

- February 12 - 17 "Share the Love!" Bring a Friend Week

### March

- March 5 - 10 Pajama Week, dress cozy for class :) [not required]
- March 24 The Studio presents, "Beauty & The Beast" - Scottish Rite Theater
- March 26 - 31 Spring Break - no classes

### April

- April 2 - 5 Spring Costume Pictures [Choreography Classes]



🕒 April 21 Program Ad forms and flower forms due

### May

🕒 May 28 Memorial Day, no classes  
🕒 May 29 - May 31 Rehearsals at The Studio

### June

🕒 June 4 - 6 Dress Rehearsals, Scottish Rite Theater  
🕒 June 8 - 9 Spring Recitals, Scottish Rite Theater

## *Calendar - Event Descriptions*

### Holiday Show

We are pleased to present, “Frosty” this year on Saturday, December 16th, at the Scottish Rite Theater. Many, but not all, of our choreography classes participate in this festive show. We will provide a list of those classes participating by September 5th at the start of class. The Holiday Show will last approximately one hour. Dancers participating in the Holiday Show will arrive dressed in their holiday costumes and over clothes. They will put on their dance shoes at the theater and join us on stage. Dancers perform throughout the play put on by the Musical Theater classes. It’s a wonderful, casual performance, perfect for the holidays.

Our younger dancers will have a fun, casual holiday show in-house, at The Studio. This will be a special time to show our families what we’ve been working on!

### Spring Costume Pictures

All Studio dancers will have the opportunity to be photographed in their recital costumes at the Studio. All dancers are expected to participate in one group photograph. Dancers will also have the opportunity to be photographed individually in as many costumes as desired. For this event, bring your costumes on hangers and plan to dress at The Studio. No purchase is required. Photos are available online to purchase - <https://longshots.smugmug.com/The-Studio> — password is msjdance.

### Spring Recital

Our Spring Recitals are each dancer's opportunity to dance in a professionally staged performance! This opportunity gives our dancers a chance to show what they’ve learned, shine on stage, and be proud of their accomplishments. We feel this is a very special event that we want dancers and their families to enjoy and remember.



Our younger dancers will have the opportunity to perform their shows at The Studio. This is much less involved for families of our younger dancers. They will still have recital t-shirts, beautiful costumes, and be in the program. But as an ease to those families, they will be able to enjoy a casual show, in-house, without added rehearsals.

The events are multifaceted, involving costumes, pictures, videos, ads, etc. Each dancer performing on stage must have a costume, and appropriate tights and shoes. But that is all that is required for a student to participate in the show. Families can take advantage of as much or as little as they would like.

Also, we will be offering a Father / Daughter dance in this year's June recitals. Any dancer interested will be welcome to participate.

For the recitals, we perform three shows -- a Friday evening show, a Saturday afternoon show and a Saturday evening show, the weekend of June 8 - 9th. Details about the mandatory performances will be included in the show packet which is distributed in the spring. As I mentioned before, I do believe that dancers should be able to participate in other activities and each activity has its busy season. **Dance's busy season, however, is April / May / June and it is imperative that your dancer make every effort not to miss class during these months. Students may make up classes until April 7. Dancers who miss more than four classes after January 8 and/or more than two classes during the final four weeks may be dismissed from participating in the recital routines.**

## *General Family Expectations*

As a courtesy to the instructor please do not interrupt class. If an emergency occurs please let a desk staff member know and they will be more than happy to assist you. Transitioning into class, especially with our smaller dancers, is best done in the waiting area or hallway as that makes things easier for your dancer. Our teachers have much experience and are able to take a clingy child with them. Please discuss any concerns you may have with your instructor.

**Please supervise your children at all times.** Siblings of dancers are more than welcome to spend time in the waiting room with us during lessons, but it is your responsibility to make sure they are behaving appropriately and continuously supervised. If your child is new to the restroom, please accompany him or her for safety and sanitation purposes.

We appreciate any effort you can make to keep things tidy at The Studio. **Many folks visit us each week. Cleaning up after your children [in the toy area, for example, after snacks, or in the**



**restroom] and keeping things neat is so appreciated.**

We are happy to offer a comfortable waiting space for our families. However, as aforementioned, many families join us each week. Families of younger dancers tend to stay for the comfort of their dancer and because their classes are shorter. Families of older dancers need not feel obligated to wait onsite.

If your child is younger than 12 years old, we would appreciate it if you would bring her/him down to The Studio and come in to pick her/him up, rather than having them come up to the street-level landing to wait. Your child's safety is a top priority.

## *Costumes*

Costumes are purchased for both the holiday performance and June recitals. Select choreography classes are the only classes that perform in the Holiday Show and they receive one costume each. Holiday costumes are billed separately for classes older than Shooting Stars (first grade) since not all classes participate. All classes perform in the spring performances and receive a costume for each number they participate in. Remember costume costs for the June shows are incorporated into the monthly fees for each class, but you may owe an additional amount in the spring. If anything is due it is typically around \$20 or less. Also, each dancer performing in the spring recital will be assessed a \$35 performance fee. This fee, included in classes Shooting Stars and lower, covers recital t-shirts and one program for each dancer.

*~~Winter costumes will be measured during class the week of 9/18 - 9/23. If you would **\*\*not\*\*** like us to order a winter costume for your dancer you must notify us by 5pm on 9/23. Winter costumes will be ordered on September 29th.*

*Spring costumes will be measured beginning 11/27 and must be completed before the holiday recess. If you would **\*\*not\*\*** like us to order spring costumes for your dancer you must notify us via your Invitation to Participate by 5pm on 11/6.*

*Also, note that accounts must be current for spring costumes to be ordered on January 1st. Any delay caused by an outstanding account balance will likely result in costumes not being available in time for spring pictures. ~~*



## Dress Code

The Studio can provide for all of your dance wear needs. Visit our retail store, The Studio Shoppe, or order your dance wear online at

<http://www.curtaincallforclass.com>

Login by finding - The Studio, Enola, PA with passphrase TheStudio1

See details below:

Twinkle Toes - Shooting Stars [age 3 - first grade] may wear pink or black leotard. From second grade on, black leotards should be worn. All ballet classes should have pink convertible tights. Jazz may have pink or tan convertible tights.

<p>Ballet Performance Classes</p> <ul style="list-style-type: none"> <li>• Black leotard</li> <li>• Pink convertible tights</li> <li>• Pink leather shoes</li> <li>• Hair in a bun</li> </ul>	<p>Tap Classes</p> <ul style="list-style-type: none"> <li>• Black leotard</li> <li>• Tan or pink tights</li> <li>• Black tap shoes</li> <li>• Dance shorts or skirt acceptable</li> <li>• Hair in a pony tail</li> </ul>	<p>Jazz Classes</p> <ul style="list-style-type: none"> <li>• Black leotard</li> <li>• Tan or pink convertible tights</li> <li>• Ballet slippers will be fine to start the season - jazz shoes will be determined in March</li> <li>• Dance shorts acceptable</li> <li>• Hair in a pony tail</li> </ul>
<p>Ballet Company Classes</p> <ul style="list-style-type: none"> <li>• Pink convertible tights</li> <li>• Hair in a bun</li> <li>• Leotard - uniform color based on level [These must be ordered from Curtain Call for Class] <ul style="list-style-type: none"> <li>• Co Ballet A - Light Pink</li> <li>• Co Ballet B - Orchid</li> <li>• Co Ballet C - Navy</li> <li>• Co Ballet D - Teal</li> <li>• Co Ballet E, F, G - Black</li> </ul> </li> </ul>	<p>Hip Hop Classes</p> <ul style="list-style-type: none"> <li>• Black leotard, tank top, or fitted camisole</li> <li>• Yoga pants or leggings</li> <li>• Black hip hop shoes</li> <li>• Hair in a pony tail</li> <li>• Tights under leggings may be more comfortable for stretching</li> <li>• Guys - sweat pants or basketball length shorts, trim cut t-shirt</li> </ul>	<p>Musical Theater Classes</p> <ul style="list-style-type: none"> <li>• Black leotard, tank top, or fitted camisole</li> <li>• Yoga pants or leggings</li> <li>• Hair in a pony tail</li> <li>• Ballet or jazz shoes</li> </ul>



<p>Combined Performance Classes (Twinkle Toes, Broadway Babies, Shining Stars, Shooting Stars)</p> <ul style="list-style-type: none"> <li>• Black or pink leotards</li> <li>• Pink convertible tights</li> <li>• Any skirt or tutu if desired</li> <li>• Pink leather ballet slippers <u>without drawstrings</u></li> <li>• Black patent tap shoes [All but We 2]</li> <li>• Hair in a bun or pony tail</li> </ul>	<p>Contemporary, Modern, Choreography, and Acro Classes</p> <ul style="list-style-type: none"> <li>• Black leotard</li> <li>• Pink or tan convertible tights</li> <li>• No shoes</li> <li>• Hair in a bun</li> </ul>	<p>Hippety Hop Classes</p> <ul style="list-style-type: none"> <li>• Any leotard, tank top, or fitted camisole</li> <li>• Yoga pants or leggings</li> <li>• Black hip hop shoes</li> <li>• Hair in a pony tail</li> <li>• Tights under leggings may be more comfortable for stretching</li> <li>• Guys - sweat pants or basketball length shorts, trim cut t-shirt</li> </ul>
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## Bring A Friend Referral Program

Our families are our best marketing tool and we are so grateful to our kind families who share their enjoyment our program! As a way to show our gratitude, we offer our Bring a Friend program. Simply refer a friend to The Studio. They will mention your name when signing up. After completing two months of classes, you get \$30 account credit and they get \$20 retail coupon! It's easy for you and our way of saying thanks!

## Lost and Found

Please check the lost and found box located outside the first entrance of the lobby area regularly. All unclaimed items will be donated to the Community Aid box on the first of each month.

## Practice Videos

As a courtesy and an extra tool, we offer practice videos for performance dances on YouTube. These links must be emailed out for security purposes. These are fun for younger dancers to work on at home and for our Intermediate dancers who still need parental help in terms of time management and organization. For our Advanced dancers, it is the dancer's responsibility to know her/his choreography. Instructors will not back up and re-teach a dance due to absenteeism. Advanced dancers should take responsibility for this and work with friends [or videos if available] to be caught up upon their return.



## *Payment Information*

Please be sure you have read and completed our Financial Policies & Information Form. Our registration fee is non-refundable. It creates your child's record and is required to hold a spot. Dancers participating in two or more classes receive a \$10 monthly discount. Dancers receive a \$15 monthly discount on all classes after their second class. The same discount structure applies to families with siblings. Families who wish to make monthly payments must sign up for our monthly auto-pay using a debit or credit card. If you would like to pay with cash or check, that is no problem. We will accept cash or check in two payments, for half of the year each. So if you would like to write a check, the first check written in September will include five months and the second check written in February will include the second five months. Other payment plans are available. If a family makes 2 payments per year a 5% discount applies to each payment. An annual payment may also be made yielding a 10% discount, equivalent to one free month. Payments returned with insufficient funds will incur a \$30 fee, which will need to be paid at the desk.

A late fee of 5% will be added after tuition is 30 days late. A charge of \$5 will be added to any auto-pay charge that doesn't process successfully. Auto-pay balances will be processed the 10th of the month. Returned checks incur a \$35 returned check fee. Credit payments declined for two consecutive months incur a \$35 reprocessing fee.

## *Withdrawal From Classes*

There is a two month minimum enrollment for all classes. One month cancellation (30 days) notice (given by completion of a withdrawal form) from the first of the month is required to withdraw or else a \$50 withdrawal fee is accrued. All monies owed are due at this time. If your dancer isn't planning to dance in the spring semester, please notify us by completing a Withdrawal Form by December 14th to avoid costume purchase. A \$15 fee will be added if dropping after costume purchased.

## *Inclement Weather*

In the event of inclement weather, a message will be posted on The Studio's website [[summerdaledance.com](http://summerdaledance.com)] and Facebook page [[facebook.com/TheStudioDance](https://facebook.com/TheStudioDance)] one hour before class time. Daytime classes will be emailed one hour prior to the start of class time if weather is questionable.

## *Observations*

Families are welcome to observe the last 10 minutes of class on occasion via invitation by instructor. These are often impromptu. Television screens are available for all classrooms for family viewing.