

# *The Studio*

## Dancer's Handbook

2011 - 2012

# *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 to serve as a reference throughout the year.

If you have questions, please feel free to contact me at any time. Concerns and suggestions are equally welcome. I value the input.

Classes get underway starting Wednesday, September 7th.

I look forward to working with you!

Jennifer

## *Communications*

The Studio regularly needs to communicate with families and there are a few ways we do so. If you need to speak with me directly, please email me or call me. Dance nights are always busy and it may be difficult to catch me. Also, Vicki Wiley, our office manager will be available most nights in the waiting area and she is a great source of information.

- 1) **Please check the bulletin board every week.** Any newsletter will be posted on the bulletin board for you to read. Newsletters are also posted on the website ([www.summerdaledance.com](http://www.summerdaledance.com)) which you'll want to check regularly as well. There will be paper copies for you to take with you if a form needs to be returned.
  1. If you ever have questions about your account, please check in with Vicki.
  2. On the counter you will also find any sign-up sheets.
  3. For individualized items, I send home notes with each family.
- 2) I use email regularly to communicate. This enables me to communicate with all of my families quickly as needed.
- 3) I also keep my website current with information and the latest documents, like newsletters. Feel free to regularly check [www.summerdaledance.com](http://www.summerdaledance.com).

## *Events*

Community performances are not mandatory. As part of our service to the community interested dancers are encouraged to participate. These performances give dancers the benefit of performing in front of a group and being exposed to different environments. It is also important for me to share my appreciation of the Arts with our dancers. I will provide opportunities for the dancers to experience art in its many forms on the basis of interest.

Please keep this calendar for your planning. Any new events or changes to the schedule will be announced and posted on the bulletin board.

## Calendar

*Ballet Workshops - Ballet Technique students will receive a separate schedule*

### *September*

- September 7 Classes Begin
- September 10 Movie Day @ Flagship Cinemas on the Carlisle Pike
- September 17 Princess Series [11:00 - 12:00pm] and A Doll's World [1:00 - 3:00pm] Reunions

### *October*

- October 3 - 7 Bring a Friend to Class Week!
- October 8 - 9 Pumpkinfest at Adams Ricci park
- October 13 Spring Show Commitments Due
- October 20 - 26 Wear Halloween costumes to class
- October 27 No Classes -Halloween Locally Observed (please attend make-up classes)
- October 30 Fall Frolic Dance Workshops at East Pennsboro HS

### *November*

- Date TBD Performance for residents of a Skilled Nursing Facility
- November 21 - 25 No classes for Thanksgiving - make-ups available.

### *December*

- December 12-16 Holiday week performances and socials [specific dates TBA]
- December 18 Trip to see "The Nutcracker" at the The Hershey Theatre (Sunday, 2pm)
- December 19 - 1/2 Winter Recess [Keep those pointe shoes on! ; ) ]

### *January*

- January 3 Classes resume
- January 13-15 *The Pulse* in Atlantic City

### *February*

- February 6 - 10 Pajama Week, dress cozy for class :) [not required]
- February 25 -27 Dancers, Inc. in Lancaster, PA\* [possible dance convention]
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### *March*

- March 3 - 4 Dance Educators of America in Lancaster, PA \* [possible dance convention]

### *April*

- April 2 - 6 Spring Recess, no classes
- April 13 - 14 Spring Costume Picture Day
- April 20 Spring Performance Program Ad Orders due
- April 20 - 29 National Dance Week Celebrated!

### *June*

- Dates TBA Perform Ballet in local schools
- June 11 - 16 Spring Performances, with **recital on June 16** [more info come in recital packet]

### *Movie Day @ Flagship Cinemas on the Carlisle Pike*

Join us at Flagship Cinemas to watch our spring recital, **WORLD CLASS**. Tickets are \$3 and must be purchased at the Studio prior to the show. Dancers are FREE. The 1pm shows will begin at 10:00 am and the 7pm shows will begin at 1:00 pm. One ticket serves all shows. *Don't miss this opportunity to see our dancing stars on the big screen!*

### *Performance at Skilled Nursing Facility*

The date and location for this opportunity will be announced shortly. Dancers will wear their practice dance clothes. The performance itself will be casual, with the dancers performing in a common area for the residents. Family members are welcome to attend and watch, though there is typically not seating. Also, it is important, as this is a service to the residents, that they are all up front and able to see. This is a volunteer opportunity and there is no cost. The staff and residents appreciate our support.

### *Trip to see "The Nutcracker"*

This is a voluntary opportunity. We will travel to the Hershey Theater to see the "The Nutcracker." Sign-ups will be posted on the bulletin board and included in a newsletter. I will purchase group tickets for interested families and we will meet at the theatre the day of the performance. Tickets generally need to be purchased early in the fall. This is an exciting opportunity to hear the Harrisburg Symphony as well -- a special holiday experience.

### *Holiday Performances*

During this week we will gather for casual performances. Bring your dancer dressed in her holiday costume with over clothes as needed. There will be specific holiday performance information included in a newsletter

### *The Pulse in Atlantic City*

This dance convention is for older dancers aged 11 and up. We'll be leaving for Atlantic City on Friday, January 13th and returning on Sunday, January 15th. This is an amazing opportunity to study with world famous teachers and choreographers, many of whom are choreograph and judge for the show "So You Think You Can Dance" as one of their many accomplishments.

### *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.

## *National Dance Week*

We will be celebrating National Dance Week April 20 - 29. Stay tuned for more details in the spring!

### *SPRING RECITAL*

#### **Overview**

Our Spring Recital is each dancer's opportunity to perform on stage! 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.

This event is multifaceted, involving costumes, pictures, videos, ads, etc. Each dancer performing on stage must have a costume 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.

#### **Scheduling**

We will be performing two shows--an afternoon show and an evening show, the weekend of June 16. 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 is May / June and it is imperative that your dancer make every effort not to miss class during these months. Attendance in class two weeks prior to the show, show week, and at dress rehearsal is mandatory. Any exceptions must be approved by Jennifer.**

#### **Costumes**

Local studios typically charge upwards of \$75 per costume. The average cost of a dancer's costume at The Studio last year was around \$50. In an attempt to keep costs down we order costumes very early. To provide you with planning information most dancers have one winter costume and two to three spring costumes each year.

For your ease and convenience, we are streamlining all costs into 10 installments. Part of your installment payment includes money towards winter and spring costumes. Should your dancer be unable to participate in the recital, the portion of money paid towards costumes is **non-refundable**. If your dancer drops after costumes have been ordered you are responsible for payment in full. If costumes were paid in full they will be issued to your dancer. Parents and families have the opportunity to participate as much as desired in the various fundraisers offered throughout the year.

A listing of the possible costs covered in the installment payments includes a ballet costume, ballet accessories, tap costume, tap accessories, jazz costume, jazz accessories, practice DVD (each dancer will receive a DVD with his or her specific numbers for practice purposes. This is **\*not\*** the recital performance DVD.), tights, recital fee (includes two adult tickets, one program, and helps to cover costs incurred for renting the facility.), and recital t-shirt.

## **Video, Photography, Programs, Candy, and Flowers**

You will have the opportunity to purchase professional photography of your dancer in her performance costumes on April 13th and 14th.

You will also have the opportunity to purchase a professional video of the Spring Recital.

You may take pictures or video during the dress rehearsals. No photography or videography is permitted during the performances on Saturday.

Programs are printed which include group pictures of all of the dancers. You may purchase advertisements for the programs. These ads may include just your dancer's picture with words of encouragement or they may include business ads. More information will be provided in the spring.

The night of the performance you will be able to purchase candy bars with the individual and group pictures of the dancers on them. A florist will also be present to provide flowers for sale. You will have the opportunity to pre-order bouquets, should you prefer.

## *Policies*

### *Class*

Classes begin on time. For the courtesy of others please be prompt and ready to begin class with your shoes on by the designated time. The shoes to start class with will be posted on the doors of each dance room. Strong attendance is encouraged as continuity greatly enhances the learning process. It is critical that your dancer makes every effort to attend class in the spring as we approach the show. **Dancers with great attendance will be recognized in the spring recital.**

Make-up classes are available for most classes. In the event of cancellation due to inclement weather, make-up classes of a similar nature will be available. Refunds are not available for missed classes.

Parents and families are welcome to wait in The Studio during class. We ask if you do wait that you please keep cell phones, conversations, etc., quiet. Also, please keep small children under close supervision at all times. There are screens displaying the dance floors so our parents and families may observe class. On occasion families are invited into class to watch.

If you are unable to make class please notify us ahead of time.

### *Facilities*

Parents are required to come into the building to pick up their children. If anyone other than the child's parent or primary guardian is to pick up the child that person must check in with the instructor.

Restrooms are located in the waiting area and at the end of a long hallway outside of The Studio. Should there be a wait you are welcome to use the alternate restroom at the end of the hall. The key is located at the counter in the waiting area and should be returned there after use. Students under the age of nine will be accompanied to the restroom. **For young children in particular, please plan potty trips ahead of time before class!** Potty trips during class can be disruptive.

There is a dressing area also. If your dancer needs to change onsite, there is a room designated for such use.

Students are encouraged to bring bottled water to class. There is a water fountain down the hallway but it is not convenient during class.

Each class is assigned to a dance floor -- either Studio 1, 2, or 3. Please help your dancer to become familiar with her or his dance studio.

### *Bring a Friend!*

Bring a friend to dance! If a student joins The Studio at your recommendation you will receive one month's free tuition (up to \$30) after the new dancer has completed her third month.

### *Practice*

While this may be an antiquated idea, The Studio firmly believes in practice at home. Perhaps unlike other organizations, I believe that children should have the opportunity to explore a variety of interests and should not to be tied down to just one activity. This philosophy mandates at-home practice. In the spring we will send DVDs including all dances home with your student so she or he can practice.

### *Fees*

A \$25 non-refundable registration fee is required annually upon enrollment per family. The registration fee is \$15 for returning dancers. We accept cash, checks, and credit cards [Visa, MasterCard, and Discover]. There is minimum purchase of \$20 for credit cards.

**There is a \$30 fee for any returned checks.**

Also, we will be implementing a pre-pay system in lieu of a late fee. If tuition on your account is paid by the 10th of the month, you will receive a \$5.00 discount.

An example of **monthly tuition rates** for one class, one dancer:

- We Two - \$57.00 / month [prepay = \$52.00]
- Pre-K - \$60.00 / month [prepay = \$55.00]
- Beginner I - \$66.00 / month [prepay = \$61.00]
- Beginner II - \$66.00 / month [prepay = \$61.00]
- Advanced Beginner - \$73.00 / month [prepay = \$68.00]
- Intermediate I - \$73.00 / month [prepay = \$68.00]
- Intermediate II - \$78.00 / month [prepay = \$73.00]
- Intermediate III - \$78.00 / month [prepay = \$73.00]
- Intermediate IV & Advanced 1 - \$78.00 / month [prepay = \$73.00]
- Advanced 2 - \$85.00 / month [prepay = \$80.00]
- Adults - \$76.00 / month [prepay = \$71.00]

There is a \$10 dollar discount for every additional dancer or class per family.

For your convenience we offer multiple payment options: **monthly payments, three payments, and one payment**. If you need a configuration with more than one dancer not calculated below please contact The Studio.

### **Monthly Payments**

Tuition is due in full the first class of every month. We will be implementing a pre-pay system in lieu of a late fee. If tuition on your account is paid by the 10th of the month, you will receive a \$5.00 discount. There is no 30-day grace period, tuition is due before the 10<sup>th</sup> of the month. Monthly payments obtain no discount.

### **Discounted Payments**

If you select three payments (5% discount) or would like to make one annual payment (10% discount) please see Vicki at the desk to calculate your total.

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There are no refunds for missed classes due to sickness, holidays, or weather-related cancellations.

Again, part of your installment payment includes money towards winter and spring costumes. Should your dancer be unable to participate in the recital, the portion of money paid towards costumes is **non-refundable**. If your dancer drops after costumes have been ordered you are responsible for payment in full. If costumes were paid in full they will be issued to your dancer.

### *Inclement Weather*

The Studio will operate in accordance with the East Pennsboro Area School District in terms of closings for inclement weather. If school is closed dance classes will also be canceled. If there is a question, check The Studio voicemail or website [[www.summerdaledance.com](http://www.summerdaledance.com)] for information

(717) 418-9258.

### *Customer Privacy*

Any information collected by The Studio including photography will only be used for the business purposes of The Studio and will never be used or shared for any other purposes.

### *Smoking*

The Studio has a firm no smoking policy in the facility. The Summerdale Plaza Annex is non-smoking.

## *What to Wear*

There are some shoes found in the cubbies in The Studio. We 'recycle' them -- as one dancer grows out of them another grows into them, and so on. You are welcome to use these as long as you meet the requirements below.

Dancers should have hair in a ponytail or bun. Nothing larger than stud earrings should be worn during class. Also, gum is not allowed.

### *Class Requirements*

Female dance students should wear either pink or black leotards and pink tights. Starting at the Intermediate level, dancers should wear black leotards. Male students should check with Jennifer concerning attire.

For ballet, pink, leather ballet slippers should be worn (split soles are best). Shoes should fit securely. We strongly recommend slippers with no drawstrings for small children. This style shoes can be ordered in the Studio's retail store. If your dancer has ballet shoes with a drawstring, we will knot them at the proper fitting point and cut the strings the first week of class. As a convenience, all shoes and clothing required is available through the Studio's retail store. See Jennifer with any questions.

For tap, children should wear black, patent-leather tap oxfords that velcro or buckle for easy on and off. If you have tap shoes that tie, you must purchase / obtain shoe elastics so your dancer can slip shoes on and off. These may be purchased in the Studio retail store if needed. Dancers at the Intermediate III level should begin purchasing either tap oxfords or boots with reinforced toes. Adults should wear heeled shoes, either those styled as character shoes or those that lace. See Jennifer with any questions.

For jazz, black leather oxfords or boots should be worn. For Hip Hop, jazz sneakers should be worn.

Again, see Jennifer with any questions.

Again, all dance students should have their hair off of their neck and out of their face. Female students are required to have their hair secured in a bun for ballet class.

*Always feel free to call or email me to schedule a time to speak about any other information I can provide or questions I can answer further.*