

The Studio

Dancer's Handbook

2009 - 2010

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 Tuesday, September 8th.

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.summerdancedance.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. A monthly spreadsheet is posted on the bulletin board. Upon registration you will be assigned a code for each dancer. Check the spreadsheet for your assigned codes to make sure my accounting and yours match. It is your responsibility to maintain current payment on your account.
 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.summerdancedance.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 Workshop Dates - 9/19 [9/21], 10/31 [10/26], 11/21 [11/16], 1/30 [1/25], 2/27 [2/22], 3/27 [3/22], 4/17 [4/12], 5/29 [5/31] (The Mondays we do ***not*** have ballet class are in []).

September

- September 8 Classes Begin

October

- October 3 Master classes taught by Jeff Shade
- October 13, 7:10 pm Disney Parent Meeting with Jenkins Travel
- October 15 Spring Show Commitments Due
- October 29 Halloween (please attend make-up classes)

November

- November 3-5 Wear Holiday Costumes to class for Pictures
- November 23 - 27 No classes for Thanksgiving - make-ups available.

December

- December 13 Trip to see "The Nutcracker" at the Whitaker Center (Sunday, 2pm)
- December 14, 15, 16 Holiday week performances and potluck snack socials
- December 17 - 1/3 Winter Recess [Keep those pointe shoes on! ;)]

January

- January 4 Classes resume
- January 8, 9, 10 *The Pulse* in Atlantic City

February

- February 7 Performance for residents of the Kinkora Pythian Home (3pm)

March

- March 29 - April 2 Spring Recess, no classes

April

- April 10 Spring Costume Picture Day
- April 22 Spring Performance Program Ad Orders due
- April 24 Spring Costume Make-up Picture Days

May

- April 23 - May 2 National Dance Week!

June

- June 12 Spring Performances (more details to come in show packet - there will be rehearsals at the high school)
- June 20 - 26 *Dancing at DISNEY WORLD!* (departure and return times TBA)

Master classes with Jeff Shade

These classes will occur on Saturday. There will be a one to two-hour classes for each level of dancer. **This workshop is a marvelous opportunity!** Speak with other families who have participated in it. I've studied with a lot of professionals (I'm not as young as I might like to think! ;)) and this gentleman is one of the very best and I don't say that lightly. You can read more about Jeff Shade at <http://jeffshadedance.com/>. Any dancer at the Beginner II level / six years old would be eligible to participate in this dance education opportunity. There will be a cost involved for these classes. At this time, I do not know the cost, but will provide all details as soon as I have them.

Holiday Costumes to Class for Pictures

During class this week, bring your dancer dressed in her holiday costume. We will be taking group pictures during class, so we'd like everyone to participate. You will have the opportunity to have individual pictures taken of your dancer as well. No purchase is required.

Trip to see "The Nutcracker"

This is a voluntary opportunity. We will travel to the Whitaker Center to see the "The Nutcracker." Sign-ups will be posted on the bulletin board. 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.

Holiday Performances and Potluck Snack Social

During this week we will gather for casual performances. Bring your dancer dressed in her holiday costume with over clothes as needed.

The performances will take place at Wesley United Methodist Church in Marysville (450 Sylvan Street, 17053). There is a parking area in the back and an entrance to their auditorium area.

Please provide a snack to share – only enough for the dancers in your class. The church will provide drinks for sale. Any proceeds will benefit their non-profit missions. After the dancers perform, we will enjoy a social time with snacks. No gifts are required.

There are three performance nights. Classes are assigned to one of the three nights. Classes

assignments are listed below with their performance night (in bold).

Monday, December 14th:

Tuesday, We Two

Tuesday, Pre-K

Tuesday, Beg I

Tuesday, Beg II

Tuesday, Int I

Tuesday, Int II

Tuesday, December 15th:

Wednesday, Pre-K (am and pm)

Wednesday, Beg I

Wednesday, Beg II

Wednesday, Int I

Wednesday, Int III

Wednesday, December 16th:

Wednesday, Int II

Thursday, Pre-K

Thursday, Int I

Thursday, Int III

Thursday, Adv

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 8th and returning on Sunday, January 10th. 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.

Performance at the Kinkora Pythian Home

On February 7th, dancers have the opportunity to perform at the Kinkora Pythian Home. We will meet outside the home at 2:45 pm to organize before the performance beginning at 3:00 pm. Dancers will wear their holiday costumes. 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 I do not expect there to be 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.

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 the group photographs. 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. Make-up pictures will be taken April 24 & 25 by appointment. If you would like to take your picture with a friend, please schedule an appointment on make-up days.

National Dance Week

We will be celebrating National Dance Week April 26 - May 7. 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 13. 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 and 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 \$45. 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.

As a breakdown of the possible costs included in the installment payments, please see the items below: (remember this depends on the number of dances your student participates in):

- Ballet Costume
- Ballet Accessories
- Tap Costume
- Tap Accessories
- Jazz Costume
- Jazz Accessories
- Practice DVD - \$10.00 (each dancer will receive a DVD with his or her specific numbers for practice purposes. This is ***not*** the recital performance DVD.)
- Tights - ~\$7.50 - \$25.00 (depending on numbers of pairs needed)
- Recital Fee - \$25.00 (includes two adult tickets, two programs, and helps to cover costs incurred for renting the facility.)
- Recital t-shirt \$10.00 (If you would prefer **not** to purchase a recital t-shirt, you can deduct \$10.00 from the invoice total. ****This is an optional charge and can be deducted. Just let us know in the store if you would prefer not to have a t-shirt ordered.**)

Video, Photography, Programs, Candy, and Flowers

You will have the opportunity to purchase professional photography of your dancer in her performance costumes on April 10.

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 in the waiting area. 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 both 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 or Studio Too. The fall schedule including room assignments is included in this packet.

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 second 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 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. There is minimum purchase of \$20 for credit cards.

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

Tuition Installments (10):

- \$49 / payment for We Two
- \$50 / payment for Pre-K
- \$56 / payment for Beginner I & Beginner II
- \$63 / payment for Intermediate I & Intermediate II
- \$68 / payment for Intermediate III
- \$75 / payment for Advanced
- \$66 / payment for Adults

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. If you pay your tuition after the 10th of

the month increase your payment by \$5.00. There is no 30-day grace period, tuition is due before the 10th of the month. Monthly payments obtain no discount.

Three Payments

If you selected three payments (5% discount) they would be calculated as follows:

Payment #1 (Due by September 10th) This payment includes Sept, Oct, Nov, and Dec which is reduced due to the holidays.)

- For **We Two** 1 dancer, 1 class = \$178 after discount
- For **Pre-K** 1 dancer, 1 class = \$182 after discount
- For **Beginner I & II** 1 dancer, 1 class = \$205 after discount
- For **Intermediate I & II** 1 dancer, 1 class = \$230 after discount
- For **Intermediate III** 1 dancer, 1 class = \$250 after discount
- For **Advanced** 1 dancer, 1 class = \$275 after discount
- For **Adults** 1 dancer, 1 class = \$242 after discount

Payment #2 (Due before January 10th) and *Payment #3* (Due before April 10th)

- For **We Two** 1 dancer, 1 class = \$140 after discount
- For **Pre-K** 1 dancer, 1 class = \$142 after discount
- For **Beginner I & II** 1 dancer, 1 class = \$160 after discount
- For **Intermediate I & II** 1 dancer, 1 class = \$180 after discount
- For **Intermediate III** 1 dancer, 1 class = \$194 after discount
- For **Advanced** 1 dancer, 1 class = \$214 after discount
- For **Adults** 1 dancer, 1 class = \$180 after discount

One Payment

If you selected one payment (10% discount, due by September 15th) it would be calculated as follows:

- For **We Two** 1 dancer, 1 class = \$433 after discount
- For **Pre-K** 1 dancer, 1 class = \$442 after discount
- For **Beginner I & II** 1 dancer, 1 class = \$496 after discount
- For **Intermediate I & II** 1 dancer, 1 class = \$559 after discount
- For **Intermediate III** 1 dancer, 1 class = \$604 after discount
- For **Advanced** 1 dancer, 1 class = \$667 after discount
- For **Adults** 1 dancer, 1 class = \$586 after discount

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To the right of the counter you will find a plastic tray containing a blue zipper bag in which checks can be placed. If paying with cash, please enclose it in an envelope with your dancer's name so I will be able to credit it to the proper account.

During registration you will be assigned an alphanumeric code. Each month a spreadsheet is posted on the bulletin board showing the status of each dancer's account according to her code. If you ever have questions about the status of your account it is a good resource. Please monitor your account throughout the year. If you have questions about your account please let me know as soon as possible and I will be more than happy to research any possible discrepancy.

There are no refunds for missed classes, 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 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.

As a convenience, all shoes and clothing required is available through the Studio's retail store.

### *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. 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.

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.*