

# Studio Handbook - 2009/2010



1358 Cape St. Claire Road  
Annapolis, MD 21409

**PHONE & FAX: (410) 757-0599**

[www.AnnapolisDance.com](http://www.AnnapolisDance.com)

## ***Studio Profile***

Annapolis Dance Factory was established in 2007 in Annapolis, Maryland and is operated by Sue Anderson. Each studio is equipped with Ballet Barres, full-length mirrors, high quality sound systems, state of the art floating dance floors and various mats for acrobatics.

## ***Our Goal***

It is the goal of Annapolis Dance Factory to provide quality dance instruction coupled with a positive teaching approach to dancers of all levels & experience. We look forward to assisting your dancer in opening and exploring new possibilities for creativity and fun through encouragement and self-confidence. It is our pleasure to share with your family the beauty and joy of movement through the art of dance - an experience we hope remains with your dancer throughout their life.

## ***Registration***

The first and last months' tuition payments are due at time of registration. A non-refundable registration fee is required for new registrations only.

Registration Fee: There is a \$20.00 non-refundable registration fee. Registration fee will be waived if registration paperwork and payment for first and last months' tuition are received before the end of Open Registration time period.

A Liability Release Form and a Parental Authorization for Treatment form must be completed for each student prior to class participation.

## ***Tuition (All-Inclusive)\****

**Tuition is an annual fee that may be divided into 10 equal monthly payments (approximately 40 classes).** Tuition is non-refundable and refunds will not be given for closings due to weather, holidays or absence of a student due to illness or vacation. We will gladly discontinue monthly tuition charges with adequate notice of your child's withdrawal from class enrollment. In the case of unscheduled closings, an attempt will be made to schedule makeup classes. Tuition is due on the first (1st) of the month and is considered late on the tenth (10th). Statements will be mailed on past due accounts.

*\*The All-Inclusive tuition includes costume and recital fees in the cost of each class. A per-family recital fee will cover the cost of 5 adult tickets and one Recital DVD per family, which may also be divided into payments along with tuition.*

Please make checks payable to: **ADF**

Our mailing address is:

1358 Cape St. Claire Road, Annapolis, MD 21409.

We also accept: VISA, Master Card, bank debit cards, and cash.

Return Check Fee: ..... \$30

### **Annual Tuition** (Includes costume & recital fees):

90-minute class ..... \$850

75-minute class ..... \$750

60-minute class ..... \$650

45-minute class ..... \$550

Yearly per-family recital fee: ..... \$100

### **MULTI-CLASS DISCOUNT PER FAMILY, PER YEAR:**

3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> class, etc ..... \$50 discount per class

**Annual tuition payments may be divided into 10 months: September through June.**

## ***Class Description*** (Ages as of 12/31/09)

### **Introduction to Dance: Ages: 3 - 4 years**

This class helps develop basic dance skills through song and dance. The creative environment is an excellent way to introduce a young child to the dance class setting and simple dance choreography.

### **2-Part Combination Class: Ages: 4 – 5 years**

This class introduces the young dancer to tap as well as increases their coordination and technique in ballet. This class will perform one dance in the recital.

### **3-Part Combination Class: Ages: 5 – 6 years**

Jazz is now introduced to the dancer, while they continue to master tap and ballet movements. Freedom of self expression and movement are highly encouraged in this class. This class will perform two dances in the recital.

### **Ballet (Levels I – IV): Ages: 7 – 18 years**

Ballet is a beautiful and theatrical form of dance and is the basis of almost every type of dance. This class assists with and establishes balance, body placement, and alignment in the dancer's body. French terminology is taught on all levels. *Ballet is required for all advanced classes as well as participation in any extra Recital pieces.*

### **Jazz (Levels I – IV): 7 – 18 years**

*(Requirements: Levels III & IV must take ballet.)*

A technique class that combines traditional jazz with the ever changing styles of today. Each class consists of a warm up, across the floor progressions and upbeat dance combinations. This class is high energy for anyone who wants to have fun!

**Tap (Levels I – IV): Ages: 7 – 18 years**

*(Requirements: Levels III & IV must take ballet.)*

This classic dance form can be learned by the youngest dancer to the determined adult. This class teaches rhythm, coordination, style and clarity of sound. While using the feet as a musical instrument, tap teaches rhythm and strengthens memory retention.

**Lyrical (Beginner, Intermediate Advanced): Ages: 10 – 18 years**

*(Requirement: Students must take ballet.)*

Lyrical is a technique class which combines traditional jazz and ballet choreography. This form of dance allows the student to express themselves while maintaining classical training.

**Modern (Beginner, Intermediate Advanced): Ages: 10 – 18 years**

Learn the techniques and vocabulary of modern dance as an expressive artform, emphasizing floorwork, body alignment and choreography.

**Hip-Hop (Beginner, Intermediate and Advanced): Ages: 10 – 18 years**

Using the basics from other technique classes, the students will learn the style, improvisation and choreography of this popular and ever-growing dance style. Come with an open mind and readiness to try new things!

**ACRO (Beginner, Intermediate and Advanced): Ages: 5 – 18 years**

ACRO is short for Acrobatics. This innovative style combines the dynamics of floor gymnastics with the transitions of jazz. ACRO is an adventurous class that increases flexibility, strength and endurance. *(Placement is done by age as well as ability.)*

# ***Studio Policies***

## **Attendance**

Students are expected to arrive on time and be properly dressed for class. A dancer who is tardy will miss important opening instructions and a proper warm up. Attendance is extremely important; when a dancer's absences begin to affect the group as a whole, the dancer may be dropped from that part of the routine. If your child is going to be absent, please notify the studio prior to your child's scheduled class time.

## **Admission to Class**

Please note that students will not be allowed to attend class unless they are properly registered\*, their accounts are current and they are dressed appropriately. All classes must have a minimum of five (5) students in order to stay open. A maximum of twelve (12) students is placed on most classes.

*\*A Liability Release Form must be completed for each student at Enrollment.*

## **Telephone Calls**

Annapolis Dance Factory cannot be responsible for the delivery of telephone messages. Our phones are for business use only. Students will be allowed to use the telephone for emergencies only.

## **Make-up Classes**

All make-up classes must be pre-arranged. Your child's instructor or the front desk staff will advise you of the days and times of make-up classes. Make-up classes must be taken within one month of the absence. A student's regular class time cannot be used as a make-up class. The student must be actively enrolled in order to make-up missed classes. Make-up classes are allowed for reasons of illness or studio closures with the exception of any studio observed holidays.

## **Student Supervision**

Children must be supervised and picked up immediately after class. Unaccompanied students should not arrive more than 15 minutes prior to the start of their scheduled class. Annapolis Dance Factory staff cannot be responsible for students who arrive early. Please keep the lobby area quiet and do not leave younger siblings unattended. This is a very busy work area and it is difficult for our desk staff to work when there is additional noise. Please remind your children to remain inside the building when waiting to be picked up. Students must have parent permission if leaving the studio to go to any of the other businesses within the plaza.

## **Important Dates (subject to change)**

Please mark the following dates on your calendar:

- Open Registration (August 17, 18, 31, and September 2, 2009, 5 – 8 pm)
- Classes Begin (September 2, 2009)
- Thanksgiving Break – Studio Closed (November 22 – 29, 2009)
- Winter Break – Studio Closed (December 21, 2009 – January 2, 2010)
- Spring Break – Studio Closed (April 1 – 5, 2009)
- Picture Day (May 16, 2009)
- Memorial Day – Studio Closed (May 29 - 31, 2009)
- Dress Rehearsals (June 15 & 16, 2009)
- Recital (June 18 & 19, 2009)

## **Parent/Teacher Conferences**

If you would like to meet with your child's instructor or the studio director, please call the studio to schedule an appointment. Please avoid detaining the instructor(s) by questioning them before or after class time.

## *Dress Code*

Please see the listing of the class attire for each class. Street clothes should be worn over leotards and tights when arriving for class and when leaving the studio. Street clothes are not to be worn while dancing – no sweats!! Restroom facilities are limited; please come dressed for class under appropriate street clothes. No street shoes are allowed on the dance floors. We are not responsible for lost or missing articles – do not bring valuables. Please check with the front desk for the correct dress code should you have any questions.

### **Intro & Combination Classes**

Black Leotard, Pink Tights, and Pink Ballet Shoes (full sole)

### **Ballet**

Black Leotard, Pink Tights, and Pink Ballet Shoes (split sole)

### **Jazz**

Jazz Attire – Any Style Solid Color Leotard, Black Jazz Pants or Jazz shorts (NO STREET CLOTHES), and Black Jazz Shoes

### **Tap**

Jazz Attire and Black Tap Shoes (we prefer buckles for little ones)

### **Lyrical / Modern**

Ballet attire; light cover-ups may be worn during warm-ups.

### **Hip-Hop**

Comfortable, pull-on pants or shorts and T-shirt or tank. NO JEANS, BAGGY PANTS, OR ZIPPERS.

### **Acro**

Solid Color Leotard and bare legs and feet. (Convertible tights may be worn).

**\*HAIR MUST ALWAYS BE PULLED BACK\*.**

## *Special Sessions*

### **Special Series & Workshops**

Occasionally, Annapolis Dance Factory will invite guest choreographers to run workshops or 4 – 8 week series. Payment is due at time of registration for these sessions. These classes are not scheduled to be included in the June recital. Therefore Costume & Recital fees not included. If a class is chosen to perform in recital, provisions for costumes will be made at that time.

### **Adult Classes**

(Ballet, Tap, Jazz, Modern and Hip-Hop)

### **Mommy & Me**

### **Yoga Bugs**

### **Yoga Sticks**

### **Yoga 4 Kids**

### **Ballroom Smooth**

### **Ballroom Rhythm**

### **Broadway Tap**

### **Modern**

### **Pilates**

### **Clogging**

### **Belly Dancing**

## ***Recital Information***

Annapolis Dance Factory is striving for the highest degree of professionalism and talent in our productions. We appreciate the commitment our parents and dancers make as they follow the necessary recital policies and procedures. A recital is held every year. The recital is not mandatory, but is a very important part of our year's work. Please consider and notify us of your decision early when making a recital commitment, and be aware of the approximate expenses involved.

### **Recital Location**

Our recital performances take place in June at Anne Arundel Community College in The Pascal Centre for Performing Arts. We will be producing at least two recitals; one evening and one matinee performance. Please be aware that your dancer may be dancing in more than one recital. Recital pieces will begin in January and it is very important that your dancer be present for the majority of those classes. It is mandatory to attend all necessary Dress Rehearsals.

### **Dress Rehearsal**

Dress rehearsal will take place at Anne Arundel Community College in The Pascal Centre for the Performing Arts. During this time, dances will be blocked for the stage, lighting and sound will be checked and last minute costume adjustments may take place. *It is very important that all dancers involved in the recital attend Dress Rehearsal.*

### **Costumes**

Costumes for our June performance are ordered in December. *Costume fees are included in the all-inclusive tuition and are non-refundable.* These fees cover the costumes, tights and accessories required for each recital piece. If a recital class is added, tuition may be adjusted to accommodate costume fees.

## **Costume Measurements**

Costume measurements are taken in November. Two to three inches are added to the bust, waist, hips, girth and inseam (depending on the costume) to allow for a dancer's growth between December and June. Please notify our desk personnel if you feel an allowance of two inches will not be enough for your child's growth pattern. Measurements are taken to obtain a general size, not a tailored fit. Parents may be responsible for any alterations that may be needed.

## **Professional Photos and Videos**

Professional photos and videos (DVD's) are offered as a courtesy of Annapolis Dance Factory. You are under no obligation to purchase recital pictures. One DVD per family is included in the administrative fee with the tuition. We do, however, ask that your dancer attend the group photograph of his or her recital group on photo day in May.

## **Recital Tickets**

Five tickets per family are included in the administrative fee. Additional tickets may be purchased at Dress Rehearsal. Tickets are available for pick up the last week of classes. Your account must be up to date before you will be allowed to pick up your recital tickets. An adult (18yrs+) must be present to pick up tickets.



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