

Studio Handbook - 2011/2012



1358 Cape St. Claire Road
Annapolis, MD 21409
(410) 757-0599



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PHONE & FAX: (410) 757-0599

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. The office is open during nighttime classes during the school year and during day camps over the summer.

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. *June tuition must be paid separately by cash or check.* The registration fee will be waived if registration paperwork and payment for first and last months' tuition are received before September 1st.

Registration Fee

September	\$10
October	\$20
November	\$30
December	\$40
January	\$50

No registrations will be accepted after January 31st.

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

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 or videos. We do, however, ask that your dancer attend the group photograph of his or her recital group on photo day in June.

Solos and Duets

A student may perform in a solo or duet in the recital if they are registered for three or more classes and keep their account up to date. Having a teacher help with the dance is an agreement between the student and the teacher, but use of up to 10 hours of studio space time and a spot in the recital requires a fee of \$150 to the studio.

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 January. *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.

Tuition

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 at least one month's written 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 no later than first (1st) of the month and is considered late on the fifth (5th) and late accounts will be charged a fee of 5% of the account balance. Statements will be mailed on past due accounts. If an account becomes more than a month past due, your student(s) may not be permitted to participate in their scheduled classes and will be asked to sit in the front lobby to wait for a ride home.

The tuition covers the cost of costumes for each class.

Make checks payable to **ADF** or **Annapolis Dance Factory**

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 \$950

75-minute class \$850

60-minute class \$750

45-minute class \$650

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

Class Descriptions (Ages as of 12/31/11)

Introduction to Dance: Ages 3 – 4

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

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

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

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 most advanced classes as well as participation in any extra Recital pieces.*

Conditioning

Originally offered for the competition dancers, our conditioning class is available to any dancer who would like to improve on their technique, control, placement, and turnout.

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 or Velcro for the little ones)

Lyrical

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

Studio Policies (cont'd)

Studio Rental

Studio rental includes use of sound system with CD player and mp3 cord plug-in, floating dance floor, built in ballet barres, a full length mirror, a lobby with benches, a bathroom, and a studio tech to help in case of any problems.

Studio A: \$25 per hour

Studio B: \$15 per hour

Whole studio bundle: \$35 per hour

Large Blue Mats: \$7 per hour (only available with Studio A)

Small Tumbling Mats: \$5 per hour

Front desk, tables, and chairs: \$5 per hour

Lost & Found

Large lost and found items are kept in a box in the lobby or office. Anything in this box may be donated during winter and summer breaks.

Dropping a Class

We will gladly discontinue monthly tuition charges with at least one month's written notice of your child's withdrawal from class enrollment. No refunds will be given.

Shoe Exchange

Students may borrow or exchange dance shoes from the bin in the office. We also gladly accept shoe donations.

“First Class Free”

Pertains to regular classes only, not summer or special sessions.

Class cancellation

We try our best to notify parents of closings as far ahead of the students' scheduled class time as possible. If Anne Arundel County Public Schools close do to inclement weather or another unplanned emergency, Annapolis Dance Factory will be closed too.

Jazz (Levels I – IV): Ages 7 – 18

(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

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

The youngest dancer to the determined adult can learn this classic dance form. 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

(Requirements: Students must take ballet.)

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

Hip-Hop (Levels I – IV): Ages 7 – 18

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, & Advanced): Ages: 5 – 18

(Requirements: Students must take ballet.)

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. PARENTS ARE NOT ALLOWED IN CLASSES.

**Please see "Registration" on page two.*

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. 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:

- Registration Days: 8/15/11 - 8/19/11, 12pm - 7pm
- First Day of Classes: 8/22/11
- Labor Day - No Classes: 9/5/11
- Thanksgiving Break - No Classes: 11/20/11 - 11/27/11
- Winter Break - No Classes: 12/23/11 - 1/2/12
- Spring Break - No Classes: 4/1/12 - 4/9/12
- Memorial Day Weekend - No Classes: 5/26/12 - 5/28/12
- Picture Day: June, 2012 (TBA)
- Last Day of Classes: 6/18/12
- Dress Rehearsals: 6/19/12 - 6/20/12
- Recitals: 6/22/12 - 6/23/12

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.