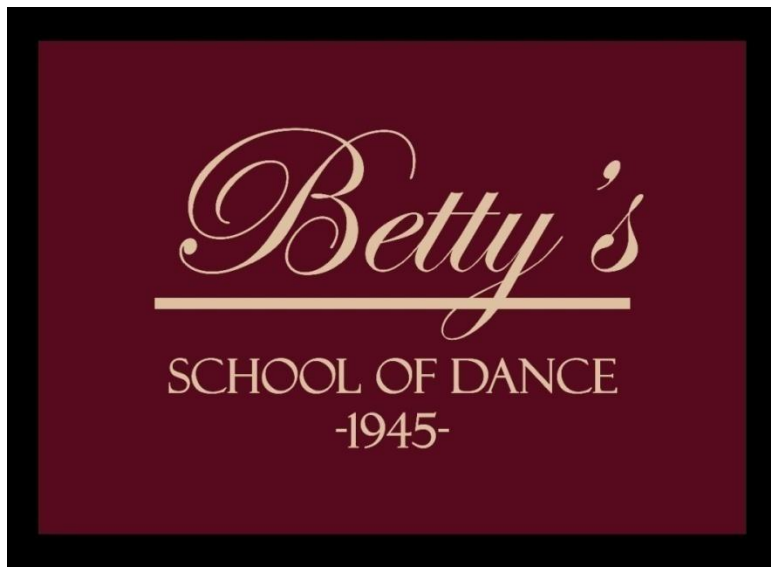


OFFICIAL STUDIO HANDBOOK



2011-2012

Please review the information in this handbook and keep it in a convenient place. All students and parents are responsible for the information contained in this document. We hope that this handbook will serve our students and families well, as we have designed it to provide a clearer understanding of our studio policies and procedures for all of our participants. Please submit suggestions for improvements to this handbook at the front desk.

Last Updated 1/19/2012

Philosophy

Betty’s School of Dance believes that with strong technical training in a creative and encouraging learning environment, students of all ages will develop a love for both the physical and artistic aspect of dance.

Staff

The staff at Betty’s School of Dance is made of professionals from a variety of dance backgrounds. Each instructor has extensive training and experience in their teaching field and continues to train currently as they teach.

Programs

100 Level:	Ballet and Tap Combination Jazz and Acrobatics Combination
200 Level:	Ballet and Tap Combination Jazz Lyrical Hip Hop Break Dance Jazz-Acro
300 Level:	Ballet and Tap Combination Ballet Tap Jazz Lyrical Modern Musical Theater Hip Hop Break Dance Tricks (Turns, Leaps, Falls, Tumble)
400 Level:	Ballet Lyrical Pointe Jazz Tap Modern Hip Hop Break Dance Musical Theater Tricks (Turns, Leaps, Falls, Tumble) Conditioning
Adult Students:	Ballet Tap Belly Dance

Placement

Placement into class levels is based on a variety of factors, depending on the courses. These factors include current skill and knowledge level, age, audition, availability, and ability to adhere to studio policies. Evaluations for class placement will be made by instructors and the studio owner. Dancers interested in placement should fill out a “Request for Placement” form.

Registration

Students may register at the beginning of a term. Late registration is accepted if current classroom size and plans allow. Registration is an obligation for an entire term. Terminating classes prior to the end of the term will require 30 days written notice. There is a \$35 per family registration fee. Registration for classes is considered complete only once the \$35 registration fee is paid.

Terms

Regular Term:	September thru June
Summer Term:	July thru August

Tuition

Except for the final month of the term, all tuition is due on the first day of the month of service. All tuition received after the 10th day of the month of service will incur a \$10 late fee. This fee will be billed to the student’s account if the student’s studio balance is not paid in full after the 10th day of each month. Tuition for the last month of the term is due upon registration.

Discounts

Families registering more than one student will receive discounted tuition. Discounts are also given on tuition if it is paid by semester or term. Semester & term payments are non-refundable and are credited only toward the specified term.

Payment Options

Cash and checks are accepted at the front desk in the studio. Checks may also be mailed to the studio at: 236 E. Front St. / Statesville, NC 28677.

Credit and debit card payments can be made via PayPal. Electronic invoices are sent at the beginning of the month and then again once late fees post. If you would like an invoice at another time, please submit a request for invoice via the payment center on our studio webpage. www.dancenc.com

Refund Policy

All studio payments for tuition, costumes, and fees are NON-REFUNDABLE.

Withdrawing from Classes

Students must provide a one month written notice of intent to withdraw from classes. If this notice is provided, the pre-paid final month's tuition will be applied to the month immediately following the notice to withdraw. Students' accounts will be billed for one month after the notice of withdrawal. Accounts will be charged and students will be billed for all tuition and fees until a notice of withdrawal is received.

Attendance

Attendance is an important part of a dancer's education. Every effort should be made to be at every scheduled class and rehearsal. Should a dancer need to miss a class, please inform the front desk as soon as possible. Students may make-up missed classes within 30 days of the absence. Classes may not be made-up after this 30 day period. Make-up classes are also not allowed during observation or performance weeks.

Regular attendance is also required for participation in studio performances and events. Intermediate and Advanced students must have a 70% or better class attendance record in each class in order to participate in studio performances. (For most classes, this means missing less than 10 days). Pointe students are required to maintain an 80% attendance record to participate in performances and remain in class.

Sign-in

In order to be counted present for class, parents must sign their dancers in on the attendance sheet in the lobby. If a student is not signed in by a parent, they will be counted absent whether they were present in class or not. Only advanced level and adult students may sign themselves in to class.

Perfect Attendance Awards

Perfect attendance awards (trophies) are presented at recital each year. To receive perfect attendance, a student must attend and participate fully in all of their scheduled dance classes and rehearsals. Beginning this year, make-up classes will not count toward perfect attendance awards.

There is an option for purchasing trophies and other gifts for your dancer to receive on recital night. You may sign-up for these items in the lobby a few months before the show date.

Make-Up Procedures & Student Teachers

Classes may be made up by attending a class of the same level and style as the class missed. While making up with another class does not require an additional tuition payment, it is recommended that dancers utilize student teachers when

they are in need of make-up classes. These classes are only \$16 per hour and will allow your dancer to rehearse the choreography from their specific class. This is the best way to keep your dancer from getting behind in her or his class. Make-up classes do not count toward attendance requirements.

Illness

Ill students should not attend classes at the studio. All parents are expected to put the health and wellness of their children and the children of others above any convenience factors. Students with fevers or stomach illnesses will not be allowed in class and will be counted absent to protect the wellness of our community. These absences will be subject to all attendance policies.

Punctuality

Being on time for class and staying in class for the entire scheduled time is crucial to the continuity of the class. Attire, shoes, and hair should be prepared before class time, and before dancers enter the classroom. Students with repeated tardiness or repeated early dismissals should consider a class with a time that better suits the family's schedule. Late arrivals and early dismissals disrupt other students in the class, and repeated instances will not be allowed. Students who are regularly late to class will also miss important concepts in the syllabus which could affect placement.

Late Pick-Up Fees

Dancers should be picked up from the studio within 10 minutes of their class dismissal. Dancers who are picked-up late from the last class of the day, causing an instructor or staff to remain at the studio past his or her normal working hours, will be charged \$5 for every 15 minutes past the class dismissal time.

Emergency Closing Procedures & Instructor Illness

The studio may, upon occasion, have emergency closings or class cancellations due to weather or instructor illness. In the case of inclement weather, the studio will post its decision about cancellation on the website at www.dancenc.com and will leave a recording on the studio voicemail at (704) 873-4513. Expect an announcement 2 hours prior to your dancer's class time.

In the case of instructor illness, all efforts will be made to provide a substitute instructor at your regular class time. If a substitute cannot be found, the class will be cancelled for the day and a make-up opportunity will be scheduled. You may get this information from the front desk once a final decision is made.

Minimum Registration Requirement

Classes with low registration may be cancelled. The front desk will help you find another class or time should your dancer's class be cancelled.

Classroom Observers

Observers are not allowed in the studios while classes are in session. Only on designated Family and Friend Observation Days do we allow parents, family, and friends to observe class. If the studio door is left open, parents are welcome to watch from the door. If the studio door is closed, please know that it is so students will focus entirely on their lesson and to get them more comfortable to being in the studio environment. While parents are welcome to walk their dancers to class, parents and family should say their good-byes outside the classroom and send the dancer into the studio room on her or his own.

Before and After Class

Parents should sign dancers in at the front desk each time they come to the studio. Dancers should arrive at the studio with enough time to use the restroom, get dressed in appropriate dancewear, and secure hair. Female students may dress in the upstairs dressing room, and male dancers may use the upstairs restrooms. Once students are ready for class, they should meet their teacher for their assigned classes. Preschool and Beginner students should wait with their parents until their instructor is in their classroom. Intermediate and Advanced students may go into their appropriate classroom and quietly begin warming up. Parents are welcome to walk their students to their class, but should allow their dancers to walk into the classroom on their own.

After class, dancers should collect all of their belongings, including shoes, water bottles, shrugs, tissues, etc. After changing clothes dancers should wait quietly in the front lobby until their ride arrives. If your dancer will be leaving with anyone unusual, please let the front desk know in advance.

Restroom

All dancers should use the restroom prior to class in effort to avoid disruptions or accidents during class. Most preschool and some beginner level students do need assistance using the restroom because tights and leotards can be tricky to pull up and down. Parents should wait in the waiting room and assist their child should she or he need to use the restroom during class, if they are uncomfortable with our staff assisting their child with the restroom. If students need assistance with the restroom and their parent is not there to help them, our staff will assist the students if they request help.

Food and Drink

We do offer water in the vending machine in the lobby and snacks for purchase at the front desk. Snacks may be eaten in the front lobby only. Water only may be taken into the studio rooms, and it should be in a closable container such as a water bottle. Absolutely no food is allowed beyond the front lobby. Food should never be placed in a locker.

Discipline

All students are expected to follow the direction of their instructors at all times. While most disciplinary issues are easily resolved in class, instructors or the studio owner may need to meet or speak with parents about certain occurrences. Instructors will contact parents outside of class when the instructor is not responsible for another class. If you have a concern that you would like to address with an instructor, please make an appointment with the instructor or studio owner to discuss the issue. We want to be able to devote our full attention to the concerns of parents and students and can better do so when we are not rushing around to other classes or commitments.

Dress Code

The dress code is outlined by class. Optional items are subject to instructor approval and may only be allowed on certain days. Ultimately, acceptable classroom attire is decided by the instructor.

<u>Class</u>	<u>Body</u>	<u>Optional</u>	<u>Tights</u>	<u>Shoes</u>	<u>Hair</u>
Ballet Tap 100 & 200	Leotard any color	Skirt	Ballet Pink (rec.)	Pink Leather Ballet; Black Tap	Bun or Pony Tail
Ballet 301, 302, 303	Solid Colored Leotard	Detachable Ballet Skirt Only	Ballet Pink (Footed or Convertible)	Pink Split Sole	Ballet Bun
Ballet 304, 305	Class Leotard	No Skirt	Ballet Pink Tights (Footed or Convertible)	Pink Split Sole	Ballet Bun
Ballet 401, 402	Class Leotard	No Skirt	Ballet Pink Tights (Footed or Convertible)	Pink Split Sole	Ballet Bun
Pointe 401, 402	Class Leotard	No Skirt	Ballet Pink Tights (Footed or Convertible)	Pointe Shoes	Ballet Bun
Tap 301, 302, 303, 401, 402	Any Leotard	Dancewear shorts, capris, or pants	Ballet Pink, Black, or Caramel	Black lace-up tap shoes	Secure pony tail or bun
Lyrical 301, 302, 303, 402	Any Leotard or Lyrical Dress	Skirt, Dancewear shorts, capris, or pants	Ballet Pink, Black, or Caramel	Dance Paws or Foot Undeetz	Secure pony tail or bun
Jazz-Acro 100	Any Leotard or Biketard	Skirt, Dancewear shorts, capris, or pants	Optional Footless	Bare Feet	Secure ponytail or bun
Jazz All Levels	Leotard any color	Dancewear shorts, capris, or pants	Ballet Pink, Black, or Caramel	Black Jazz Shoes	Secure ponytail or bun
Modern	Leotard any	Dancewear	Optional	Bare	Low

All Levels	color	shorts, capris, or pants	Footless or Convertible	Feet	Ponytail
Hip Hop & Break Dance	Choice Dancewear	Approved shorts, pants		Tennis Shoes	Ponytail
Acro	Leotard or Biketard	Dancewear shorts	Optional Footless or Convertible	Bare Feet	Low Pony Tail
Adult	Comfortable Clothes that allow easy movement				
Males	Athletic Shorts and Fitted Tank or T-shirt		Optional-Ballet	Black Ballet; Black Lace-Up Tap	Out of face

Warm-ups

Shrugs and legwarmers may be worn at the beginning of the class completely at the instructor's discretion. All shrugs should cover the arms and upper torso only. They should not drape down in the back or front.

Cover-ups

Cover-ups should be worn when entering and leaving the studio building. Dancers should not wear leotards, booty shorts, tights only or other dancewear on the street. Tops and bottoms of all dancers should be covered in appropriate clothing when entering and leaving the building.

Shoe Requirements & Details

Names should be written in all shoes. Hundreds of students wear the exact same style shoes! There is no way to identify one dancer's shoes from another without their names in them.

Preschool & Beginner Ballet –Pink leather full sole ballet shoes (Capezio brand or like style), drawstring tied in a bow and tucked into shoe, all elastic sewn

Intermediate, Advanced, & Adult Ballet – Pink leather or canvas split sole ballet shoes, drawstring tied in a bow and tucked into shoe, all elastic sewn

Preschool & Beginner Tap - Black tap shoes—Mary Jane Style. We highly recommend the Capezio Mary Jane with Velcro Strap

Intermediate, Advanced, & Adult Tap – Black lace-up tap shoes. Not Mary Janes or Tyettes. The full lace is needed to support the foot during more advanced tap steps.

Jazz Classes – Black Jazz shoes

Hip Hop Classes – Dance Sneakers or Tennis Shoes not worn outside of studio

Lyrical Classes –Foot Undeez or Dance Paws. Must be flesh tone for performances

Modern Classes – Bare Feet

Belly Dance – Bare Feet

Break Dance – dance sneakers or tennis shoes not worn outside of studio

Acro – Bare Feet

Private Lessons

Private lessons may be scheduled individually with instructors. Private lesson rates are \$50 per hour with a lead instructor (\$45 per person per hour for 2 students, \$40 per person per hour for 3 or more students) or \$16 per hour with a Student Teacher. Private lessons may be scheduled to provide extra help for a student, make-up missed class time, or prepare for special occasions.

Students taking private lessons with lead teachers may be considered for a solo in the end-of-year **Individual Student Showcase** if the student continues the class on a regular basis focusing on both technique and choreography. The minimum requirement for a solo via private lesson is 12 hours of class time. After this requirement is met, the instructor will decide if a student is ready for a solo in the showcase.

All private lessons (with instructor or student teacher) must be paid for in advance. No private lessons are allowed to be scheduled without payment. A 24 hour notice must be given if a student needs to cancel a private lesson; otherwise the fee for the class will not transfer to another lesson. If a teacher has to cancel a private lesson, then the fee may be refunded or the lesson may be rescheduled.

Studio Floors

Our studios have sprung, marley dance floors. These floors are specially designed to be non-slip for dance shoes only. No street shoes or dance shoes that have been worn outside should be worn in the studio rooms. The floors can be damaged by normal street shoes because of dirt on the bottoms or inappropriate sole material, and repairs are costly. Since our studio floors are specially designed to be non-slick, please advise all dancers to be careful when entering and exiting the studio, as the floors in the halls and lobby are not and will feel very different from the dance floor.

Common Areas

The studio offers space available to both students and their families. This space is intended to be a positive environment where parents can support their dancers and their studio. Comments or gossip that is offensive to students, patrons, instructors, employees, or the studio is not allowed on our studio grounds. All actions in this studio should be respectful and should set positive and responsible examples for the children learning around you.

The front lobby is open to dancers and their families to congregate while waiting on classes or dropping off and picking up. Information about the studio and upcoming events can be found at the front desk or on the bulletin board. Tuition payments may be made at the front desk

during our office hours. A drink machine is available here for dancers to purchase bottled water.

The restrooms are located just past the front lobby to the left. There is also a baby-changing station located in this area.

The dressing room is located at the back of the main level of the studio to the right and is open to all our female dancers. Lockers are available in this room, but locks may be used only while a student is in class. Students are expected to respect the property of others that is left unattended. Valuables should not be left unattended. Male dancers should use the restrooms for changing purposes.

Quiet Zone includes all of the common space beyond the lobby. Because of the design of our studio walls and ceilings, sound in these areas travels into our studio rooms. Because this sound can be disruptive, no congregating or conversing is allowed in these areas.

The consignment area is located in the front lobby. We have a small selection of consignment shoes and dancewear available for purchase.

Special Event Weeks at Dance

Observation Weeks

Observation Week occurs twice a year. During these weeks, students are welcome to bring family and friends to observe them in class at the studio. This is a special event for all of our dancers and they are excited to share their progress with you.

Workshop Weeks

On occasion, we offer workshop weeks or days. During this time, the class schedule is changed and all dancers are allowed to attend as many classes as they would like in any styles they choose. These workshops are included in the regular tuition rate, so there is no additional charge. We encourage everyone to take advantage of these classes, as it is a great opportunity to get in extra class time and try out new styles of dance!

Adjusted Class Schedules

During the weeks before our major performances, our regular class schedules must be changed so that our instructors can oversee rehearsals for the shows. During this time, most dancers will have rehearsals instead of classes, however, some classes will still be held but possibly on different days and times. Be sure to check the studio Important Dates so you know when we will be operating on an Adjusted Class Schedule. The adjusted schedule will be posted online and on the studio bulletin board.

Holidays

The studio will be closed on the following dates:

Thanksgiving Holiday – November 22th-25th

Winter Break – December 21th- January 2nd

Spring Break – April 6th-13th

Pumpkin Festival

Pumpkin Festival is a family event held in downtown Statesville in early November. Our studio will perform at the community stage at this event. Not all of our dancers will participate in this event, as it is only a 30 minute performance block. We will announce which classes are participating in late September. All participating female dancers will wear Capezio caramel color tights, black booty/ dance shorts, and the black Betty's School of Dance logo shirt. Black long sleeved shirts or shrugs may be worn under the studio T-shirt if it is cold. Participating male dancers will wear black pants and a black studio shirt. Studio shirt orders must be placed no later than October 10th.

The Nutcracker Performance

Participation & Rehearsal Requirements

The studio will perform *The Nutcracker* as our winter performance. Parts are available for dancers of all ages and levels. Combinations and choreography for this production will be taught in each student's regular ballet class. Certain parts may require additional rehearsals. In order to participate, dancers must attend scheduled production rehearsals in November and/or December. Attendance at the stage rehearsal is also required. Participation in the production is not required, and students must register for participation in the performance by October 1st.

Performance Fees & Costume Rental

There is a \$30 costume rental fee per costume. Most students will have one costume for this event.

Tickets

Tickets are required for all audience members over the age of 4 or under the age of 4 who are planning to take up their own seat. Advance tickets will be sold for one month prior to the show. Tickets will also be sold at the door for a higher rate, if there are tickets still available.

Required Dancewear

All participating female dancers will need to purchase their own tights and ballet shoes. Male dancers will need their own black ballet shoes, tights, and ballet belt.

Performance Date

Thursday, December 1st

Party Scene and Lead Roles

There are two summer Nutcracker Camps: Party & Lead. At Party Camp dancers learn the dances that make up the party scene in ACT I. This series of dances makes up the majority of ACT I, and all dancers who attend Party Camp will learn these dances and play these roles in the December Show. Several additional rehearsals are required throughout the term to ensure the dancers remember the choreography and staging.

At Lead Camp, dancers get the opportunity to learn portions of all of the lead parts in *The Nutcracker*. It is an intensive study where dancers will also be coached on auditioning skills. At the end of the week, the auditions are held for the casting of those lead roles. The camp is not required in order to audition although it provides a significant advantage, as

those dancers will have worked with the choreography for the whole week while also practicing their auditioning skills.

Mentor Dance

The Mentor dance is a tradition at Betty's School of Dance. When our dancers are 8 years old, they are eligible to learn a dance with a father, mother, sibling, or chosen role-model. We will perform this partner dance at the Contemporary Concert in June. This is an exciting and memorable experience for every dancer, so we highly encourage everyone to take advantage of this opportunity. Participants will take home a DVD of the dance and practice with their partner. We will hold a series of studio rehearsals in May where all couples can practice together for the sake of staging. All dancers and partners are required to make it to at least some of these rehearsals. All rehearsals are not required however.

Spring Performances

Ballet and Tap Recital

This show will be held at Mac Gray Auditorium on Friday, June 8th. All ballet and tap classes will be participating. There will be a brief intermission between the ballet and tap portions of the show. One ticket serves as admission to both portions of the show and the auditorium will not be cleared for re-entry to the tap performance.

Contemporary Concert

All styles other than ballet and tap will be participating in the Contemporary Concert. This production will be held at MacGray Auditorium on Thursday, June 14th. A separate ticket will be required to attend this event.

Costumes

All classes will participate in at least one of the Spring Performances. Costume Rental fees for these events are due by February 1st. Female dancers will be responsible for purchasing their own Capezio tights in the specified colors. Male dancers may or may not need tights for these performances. Dancers who have to change tights throughout the recital should layer their tights for quicker change time. All dancers must have the appropriate shoes for each class with their name written inside. Costumes will not be released until the student's account is paid in full. Costume rental fees sometimes vary by class. A general estimation is \$30 per costume.

Hair and Make-Up

All dancers should have their hair up and secured for the recital. Specific hair requirements will be outlined in the costume descriptions. Intermediate and advanced dancers should practice being able to put their hair in a bun, pony tail, front back, etc. in sequence. This is a necessary performance skill that all dancers should learn. Ask your instructors for advice and feel free to practice with fellow dancers who already have these skills.

Stage make-up is recommended for all dancers. Dancers are responsible for their own stage make-up and may use colors to suit their own skin tones. The purpose of stage make-up is

to accentuate the facial features, which easily lose definition in stage lighting.

Recital Fee

There is no recital fee this year.

Recital Pictures

We will provide information and pricing packages at the front desk from a variety of local photographers. You may choose the package that best suits you and schedule your recital picture session with the photographer of your choice.

Stage Rehearsal

Stage rehearsals for all productions are required. The times for specific class rehearsals will be announced closer to show dates. It will also be specified whether or not the rehearsal is a dress rehearsal. Dress rehearsal means full costume and make-up. If it is not a dress rehearsal, dancers will need to wear their usual class attire with the appropriate shoes. We will rehearse dances as close to the scheduled time as possible, but be prepared for possible delays. Unfortunately, we will not have time to repeat dances for dancers who are late to rehearsal. Be prepared for periods of waiting at rehearsals, as we must work on transitions and staging during this time.

Dressing Rooms

Students should arrive at the auditorium one hour prior to the start of their performance. When you arrive at the auditorium, you will take your dancer backstage to their appropriate dressing room. We will have "stage moms" in each room to supervise and assist the dancers during the production. Once you drop-off your child in her or his designated area, all parents should return to the auditorium. Parents are not allowed backstage during the performance. This helps the students focus on the adults organizing the production and helps maintain a respectful audience. The backstage help will assist your dancers with all costume changes. If you or your dancer is shy or uncomfortable with this, you should purchase a nude body leotard or body tight for your dancer to wear under her costumes. There are no exceptions to this policy, as it causes delays and disorganization during the event.

Stage Moms

Stage moms will be assisting backstage during a performance. While being backstage and seeing the dancers prepare for the show is exciting, Stage Moms must remain backstage in the designated areas throughout the entire performance. They do not get to watch any of the dances from the auditorium and must remain with their class for the entire length of the show. The number of stage moms allowed is limited based on class size. If you are interested in being a stage mom, please let us know at the front desk so we can explain your responsibilities in more detail.

During Recital

Audience members should remain quiet and seated in the auditorium during the recital. If you need to exit the auditorium during the show, your movement should occur between, not during dances. Auditorium doors should never open during a dance. If you arrive at a door, and there is a

dancer onstage, you should wait to open that door when the dancer leaves the stage. You can listen for music at the door if you are returning to the auditorium. You should wait until you do not hear any music to enter the door. All of our dancers work very hard on their performances. Movement, noise, and especially doors opening and closing are very distracting and disrespectful to the dancers. We as instructors and staff hold the utmost respect for our performers, and we expect our audience to do the same. Please mention these courtesies to the friends and family that you invite to the recitals. If we hope to keep the arts alive in our community, we must create a community that respects the arts. Learning and teaching others to be a respectful audience is a step in that direction.

Awards Ceremony

Announcement of awards will happen immediately following the last performance of the evening. Some awards that may be announced include: Perfect Attendance, Graduating Seniors, Convention Dancers of the Year, Scholarship winners, students accepted to special dance schools and programs, and Student Teachers.

After Recital

When the recital and awards ceremony is complete, please send one adult backstage to pick up your dancer from his or her designated dressing area. This will help keep everyone organized for pick-up.

Trophies and other gifts can be picked up in the atrium following the show.

Flowers are available for pick-up before the show.

Contemporary Company

The studio's Contemporary Dance Company will also have a performance in June each year. This production is a study in contemporary styles of dance and will benefit both a local charity and further education for the company members. Everyone is encouraged to come out and support this studio and community event.

Summer Dance Opportunities

We offer a variety of summer dance opportunities including weekly classes, dance camps, and summer intensive programs. Please look for the announcement of summer dance schedules & fees in January.

Birthday Parties

The studio is available to host birthday parties and other special events. Please contact the front desk for more information.