

# Artistry Dance Center 2011-2012 Handbook

Melissa Cook, Artistic Director/ co-owner  
Tina Strausbaugh, Studio Director/ co-owner

## Welcome

We would like to welcome you to Artistry Dance Center. We are proud to offer the finest in dance education to our students. Regardless of whether a student wishes to pursue dance in college, as a career, or participate for personal development and enjoyment; we are committed to offering each student an exceptional dance education, which foundationally develops students physically, intellectually, culturally, emotionally, and socially. We look forward to an exciting and rewarding year. This handbook is filled with information covering the entire school year. If you have any questions or concerns, please don't hesitate to call or email us at any time.

We suggest you keep all communications for the school year as you receive them from our office. We send out a monthly newsletter and other timely notices or reminders by email. *Please be sure to keep your email information current with our office.* We will also make hard copies of all communication available at the studio. Look for these to be posted in the hallway on the bulletin board.

Please note that the waiting area is made available for the convenience of our students and their families. We hope you will take advantage of our TV monitors and enjoy watching your student in class. We have free wireless Internet access available also. Please ask at the desk for the access code. We ask that you please respect the activities of others, especially in regards to students that are doing homework and those watching classes on the monitors.

We welcome your comments and suggestions. If any parent or student wishes a private conference concerning individual dance goals, financial concerns, or concerns with a class or teacher, please do not hesitate to ask. We are happy to work with you to ensure that this year will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!

## Studio Policies

Dance class is education and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that these policies will provide an environment whereby classes at Artistry Dance Center will be a pleasure for all concerned.

Please note the following guidelines regarding all classes:

1. We request that you arrive at the studio with plenty of time to prepare for class. Parents, for your children's safety, please be available in the building to receive your student when they are dismissed from class. We will not release any student to anyone other than his or her legal guardian without prior arrangement.
2. We request that students and parents carefully observe our dress code outlined elsewhere in this booklet. Anyone arriving in inappropriate attire may be asked to sit and observe class instead of participating.
3. Personal belongings must be stored in specified areas. See teacher or front desk for details. Artistry Dance Center is not responsible for lost, damaged, or stolen items left unattended during class time.
4. Regular attendance is expected and important, as dance skills are cumulative over the course of the year. If a student is unable to participate in class due to a temporary injury or other legitimate reason, we encourage them to observe class and take notes. Please notify the office if a student is to observe class. If a student must miss class, please call or e-mail so that we can inform the teacher. If you miss a class, you may make it up by attending another appropriate level class. The make up class may be in another dance

style. Please make up any missed class within **one month** of your absence if possible; no credit will be given for missed classes. Please check with the office before attending any class as a make up.

5. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the building when young children are in class without informing the office and having another adult responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
6. Any student arriving more than 15 minutes late will not be admitted to class without teacher permission. For your safety and to receive full benefit from your class, please arrange for a make-up class if you expect to be very late.
7. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises.
8. All students should have a dance bag or backpack with their shoes, water, bobby pins etc. Students that are taking multiple classes in a row need to bring a nutritious snack and plenty of water. We have a refrigerator and microwave available for use.
9. All students in **Mini Movers and Jumpstart** classes (ages 2-7) must bring a dance bag or backpack *into class* with all appropriate shoes. Be sure the student's name is clearly marked on all bags and shoes. Additionally, if you arrive *anytime after class has begun*, please ask at the front desk for assistance in taking your child into the class. Young children are easily distracted and the disruption of someone entering is difficult for some.
10. School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class or anywhere in the Studio. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving your full attention and respect both in the class and in the Studio.
11. We appreciate the need to bring siblings along as you wait for your student. Please be mindful of your children's behavior while in the waiting area. We suggest you bring quiet games or toys to occupy siblings as we strive to have Artistry Dance Center be a place where all parents can enjoy watching their child in class. Please do not leave siblings unsupervised at any time.
12. Out of town guests may request to visit at any time throughout the year. No one else is allowed to sit and watch during regular class time without the express permission of either Melissa Cook or Tina Strausbaugh.

### [Weather and Holiday Cancellations](#)

Please call the studio (540) 370 – 4866, and check your email for updates on studio closings in case of inclement weather. We do not follow a particular school closing. Use your own discretion regarding attendance if the driving is difficult from your area. We guarantee 36 classes per dance season. If cancellations cause a class total to fall below that, makeup classes will be scheduled. If your class day has more than 36 classes, those extra days may be used as snow or cancellation days if needed, and will NOT be made up. No credit will be given for missed classes; however, students are always welcome to take a make-up class in the same or similar class level at their own discretion.

We are **not** closed for all of the school holidays. See the ADC calendar for all scheduled holiday closings.

## Shortened Classes

If class attendance drops below 3 students due to absenteeism, a shortened class may be taught. This is not considered a penalty, but with only one or two people the class is considered a private lesson, with the one on one instruction at a group price. 1 hr classes will be taught for 40 minutes; and 1.5 hour classes will be taught for 1 hour.

## Winter Showcase and Spring Recital

An important (and fun) part of dance education is choreography and performance experience. It is expected that all students will perform in our Winter Showcase and annual Spring Recital. If your child will not be able to perform, please inform the office as soon as possible. It is vital that the teachers know which students will be involved in the performance.

Each class will perform one dance number. Ballet/Tap combination classes will perform *both* a ballet and a tap routine during the Spring Recital. Ballet classes that meet twice a week will only perform one routine in the show.

Students, parents, and friends are given the opportunity to support the dancers by purchasing business, and personal ads for the program. In addition, DVD's of the performances will be available for purchase.

More detailed information about all performances will be sent out approximately 4 weeks prior to the performance.

## Winter Showcase & Recital Fees 2011-2012

### Winter Showcase 12/10/11

### **(Production and Costume Fees due by 11/1/11)**

#### \*Production Fee

\$20/ student

#### Costume Rental Fees

#### Mini Movers

no fee

#### Jump Start classes

\$20/ per costume (1 costume required for Ballet/Tap Combo Class)

#### All other classes

\$30 per costume

#### Tickets

\$5/ Adult Ages 10 and under - FREE

### Spring Recital 6/23/12

### **(Production Fees due by 6/1/12)**

#### \*Production Fee

\$30 for 1<sup>st</sup> student \$15 for each sibling

#### Costume Purchase Fees

#### Mini Movers (rental)

\$20

Jump Start classes (purchase)	\$55/ costume (2 costumes required for Ballet/Tap Combo Class)
Ages 8-13 (purchase)	\$70/ costume
Ages 14 & up (purchase)	\$80/ costume

#### Tickets

\$10/ Adult     \$5/ Ages 10 and under

\*Production fees are non-refundable. All tuition and fees due to Artistry Dance Center must be paid in full before the performance date in order for students to participate in that performance. This includes any outstanding tuition balance, costume fees, and performance fee.

### Tuition and Payment Information

You will be paying monthly based on the entire school year of classes held over 10 months, September - June. You are not paying for scheduled school vacations and Holidays. Please see our published calendar in this booklet. The calendar in each month will vary depending upon which day you have your class. Some months you may have 2 or 3 classes, others 4 or 5. Everyone will have had a minimum of 36 classes over the ten months. If for any reason you decide to discontinue your classes, you are **not** obligated to pay for the balance of the school year.

The first month's tuition is due upon registration. All other months are due on the first of each calendar month. New students joining in the middle of a month will have their class charges pro-rated for that month. We accept cash, check, credit cards, and also have online payment available.

Tuition is calculated based on how many hours per week of classes you are enrolled. The more classes you take per week, the less the cost of each class. Tuition is calculated for each student in a family separately. Sibling discounts are applied to the lowest tuition.

To qualify for the semester payment plan discount, you must enroll and pay for the 1<sup>st</sup> semester by Oct. 1. The second semester payment is due February 1. It will be automatically charged to your credit card unless you make other arrangements.

### Payment Instructions

You **WILL NOT** receive a monthly bill/statement from our office for your monthly tuition unless requested. If at any time you would like a printed statement of your account you may request one. Payments may be made at the office, online at [www.artistrydancecenter.com](http://www.artistrydancecenter.com), or by mail. To make online payments (one time or recurring), you will need to set up a secure password. Go to our website and click on MY ACCOUNT at the top of the home page. Use the email address you have on file with us, and then click "forgot my password". The system will prompt you to create a new password. At the studio we accept cash, check, and all major credit cards. Online payments are by credit card only.

We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees. **Payments are due on the first of each calendar month.** There is no late fee assessed until after the 10th of the month. **Monthly statements will be e-mailed for overdue balances.**

Any account unpaid after the tenth of the month will have late charges assessed for 10% of the total monthly tuition. If you make a payment late, please include your late fee or you will be billed. No credit is given for student absences or missed snow cancellation makeup classes. Thank you for your co-operation.

Returned check fee is \$10.00

Any student with an overdue balance of more than 45 days will not be allowed into class until payment in full is received.

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our late fee policy and when applicable, graciously include your late fee in your next payment.

Our students are in our database alphabetically by their last name. Many of our students have different last names from parents and/or grandparents who are paying for dance expenses. In order for us to properly credit your account, the following details will be important for us to know each time you make a payment.

1. Student's first and last name. State what you are paying for – Monthly tuition, Merchandise (Shoes, Leotard, etc.), Costume, Tickets, etc.

**Termination of Study**

In order to avoid being charged for a full month of classes, the parent/student must notify our office that they or their child will no longer be enrolled at ADC before the 1st of the month. If notification is after the 1st, full payment for that month will be due.

**Tuition and Discounts 2011 - 2012 Season**

<b>Hours per week</b>	<b>Monthly</b>	<b>Semester 5% disc.</b>
45 min.	\$55	\$261
1	\$60	\$285
1.25	\$70	\$333
1.5	\$75	\$356
2	\$100	\$475
2.5	\$115	\$546
3	\$130	\$618
3.5	\$145	\$689
4	\$160	\$760
4.5	\$175	\$831
5	\$190	\$903
5.5	\$205	\$974
6	\$220	\$1,045
6.5	\$235	\$1,116
7 and up	\$250	\$1,188

**Sibling Discount**

10% off lowest tuition

**No Registration Fees**

Returning students – must have been enrolled in previous season

**Returning Students**

Register by July 15, 2011 and get 10% off October's tuition. Student must be enrolled in previous season.

## Contact Information

282 Deacon Rd. Suite 102  
Fredericksburg, VA 22405  
(540) 370 - 4866  
[info@artistrydancecenter.com](mailto:info@artistrydancecenter.com)

Melissa Cook, Artistic Director/ co-owner  
[Melissa@artistrydancecenter.com](mailto:Melissa@artistrydancecenter.com)

Tina Strausbaugh, Studio Director/ co-owner  
[Tina@artistrydancecenter.com](mailto:Tina@artistrydancecenter.com)

We're also on Facebook – become a fan!

## 2011-2012 Calendar

**Dates are subject to change**

### **September 2011**

Sept. 12 - First day of fall classes

### **October 2011**

Currently no events scheduled.

### **November 2011**

Nov. 21 – 26 - Thanksgiving Break – **Studio Closed**

### **December 2011**

TBD - Fredericksburg Christmas Parade

Dec. 11 - Winter Showcase

Dec. 19 - Jan. 1 - Winter Break – **Studio Closed**

### **January 2012**

Currently no events scheduled.

### **February 2012**

Currently no events scheduled.

### **March 2012**

Currently no events scheduled.

### **April 2012**

April 7 - 13 - Spring Break – **Studio Closed**

### **May 2012**

May 28

Memorial Day (No Classes)

### **June 2012**

June 22 - Dress Rehearsal

June 23 – Spring Recital

## 2011-2012 DRESS CODE

### GIRLS

\*All students MUST have a dance bag for their shoes with their name clearly marked on the outside. Shoes, leotards, tights, and more, are available in the studio Boutique.

#### BALLET

##### **Mini Movers (Ages 2-5)**

Pink Tights

Pink Leather Ballet Shoes

Choice of Pink or Purple Leotard

Ballet Skirts (purchase at Artistry Dance Center)

##### **Jump Start (Ages 2-7)**

Pink Tights

Pink Leather or Canvas Ballet Shoes

Choice of Pink or Purple Leotard

Pink Ballet Skirts are optional

##### **Intensive Ballet 1:**

Pink Tights

Pink Canvas Split Sole Ballet Shoes

Burgundy Leotard

Hair must be in bun

Shrugs & Leg Warmers are permitted during Winter months

##### **Intensive Ballet 2:**

Pink Tights

Pink Canvas Split Sole Ballet Shoes

Purple Leotard

Hair must be in bun

Shrugs & Leg Warmers are permitted during Winter months

##### **Intensive Ballet 3:**

Pink Tights

Pink Canvas Split Sole Ballet Shoes

Green Leotard

Hair must be in bun

Shrugs & Leg Warmers are permitted during Winter months

##### **Intensive Ballet 4:**

Pink Tights

Pink Canvas Split Sole Ballet Shoes

Blue Leotard

Hair must be in bun

Shrugs & Leg Warmers are permitted during Winter months

##### **Intensive Ballet 5:**

Pink Tights

Pink Canvas Split Sole Ballet Shoes

Black Leotard

Hair must be in bun

Shrugs & Leg Warmers are permitted during Winter months

##### **Discover Dance Ballet, All Ages**

Pink Tights

Pink Canvas Split Sole Ballet Shoes

Any color Leotard

Ballet Skirts are optional

Hair must be in bun

Shrugs & Leg Warmers are permitted during Winter months

#### JAZZ & LYRICAL

##### **Jumpstart and All Intensive Jazz & Lyrical Levels:**

Tan Slip-on Jazz Shoes

Fitted Tank or Leotard

Fitted Dance Shorts (Tights are optional)

Hair must be up

## **Discover Dance Jazz, All Ages**

Tan Slip-on Jazz Shoes

Fitted Tank, Tee or Leotard

Dance Shorts, Jazz Pants, or Leggings

Tights are optional

Hair must be up

### **TAP**

## **Mini Movers & Jump Start (Ages 2-7)**

Black, Lace Up or Mary Jane, Paton Leather Tap Shoe

## **Intensive Tap 1-4 & All Discover Dance Tap**

Black Oxford Tap Shoes

### **HIP HOP**

## **All Classes**

Comfortable clothing that is easy to move in

Tennis Shoes

## **2011-2012 DRESS CODE**

### **BOYS**

#### **BALLET**

Black shorts that are above the knee, with drawstring or elastic waistband

White Tee

Black Split Sole Canvas or Leather Ballet Shoes

#### **TAP**

Black Oxford Tap Shoes

#### **JAZZ, LYRICAL, & HIGHLAND**

Any color shorts that are above the knee, with drawstring or elastic waistband

Any Color Tee

Tan Slip-on Jazz Shoes (Jazz & Lyrical Only)

No baggy clothing

#### **HIP HOP**

Comfortable clothing that is easy to move in

Tennis Shoes