



# Student Handbook

July 2017



***Jill's Studio of Dance, Inc.***

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**[www.jills.com](http://www.jills.com)**

# Welcome to Jill's Studio of Dance

Thank you for choosing Jill's Studio of Dance. We feel honored that you have chosen our studio as the place to begin or extend your dance career. We look forward to seeing familiar faces and to meeting new students. If at any time during the year you have a problem or concern, please feel free to contact us. We look forward to having a fun and exciting time together. We hope you have a wonderful year!

- Purpose** The purpose of the Student Handbook is to provide general information concerning events throughout the dance year.
- Showcase** Our 23rd annual showcase will be held in the spring of 2018. There will be two evening performances as well as a matinee performance for preschoolers and 5-year combo students.
- Calendar** Classes begin **Wednesday, August 16, 2017** and conclude **Friday, May 18, 2018**.
- Parking** Please do not leave your car **unattended** in the pick up line.
- Visitors** We will have a visitor's week between Thanksgiving and Christmas Break.
- Weather** In the event of severe weather, the studio may need to be closed. These announcements will be posted on our website ([www.jills.com](http://www.jills.com)) as well as social media. See Weather.

## Cost Summary

Registration Fee	\$33 for first student, \$28 for each additional student.
Tuition	Per hour, per month. See Tuition Rates.
Costume	Per dance in showcase. See Costume Payments.
Program Ad	Individual and small group pictures. See Program Ad.
Picture Package	Purchased separately from the photography studio.
Showcase Fee	\$33 for one student, \$28 for each additional student.
Showcase Tickets	See Showcase Tickets.
Program Book	See Program Book.
Showcase Video	See Showcase Video.

## Courses Offered

Students will be placed into respective classes depending on age, ability and previous training at the discretion of the faculty. We strongly encourage students to take at least two classes to broaden their dance abilities and discover their interest and talents.

- **Ballet** - Ballet is the foundation for all dancing. This class will help children develop poise, grace, and balance. Students will progress to pointe with teacher's guidance and approval. Dance attire - black leotard, pink tights, and pink ballet shoes. No ballet skirts please. Hair must be secured back away from the face in a bun.

- **Pre-pointe** - Pre-pointe is designed to strengthen ballet students who wish to advance to pointe. Students must be nine years of age to take pre-pointe. Students must have this class to progress to pointe. This class will not have a dance in the showcase.
- **Tap** - Tap will teach children rhythm and is a fun type of dance. We will integrate style into the most basic and advanced tap steps. Dance attire - any color and style of dance clothes - we suggest white tap shoes for young students and black tap shoes for older students. T-shirts are not to be worn in dance class. **Please do not wear tap shoes in the hallways.**
- **Jazz** - Jazz is a fun and energetic type of dance. We will work to up-beat popular music and emphasize technique. We will work on strengthening and conditioning as well as learning the latest dance moves. Dance attire - any color and style of dance clothes and jazz shoes. T-shirts are not to be worn in dance class.
- **Hip Hop** - Hip Hop is an energetic and fun type of dance. Hip Hop dancing evolved from the Hip Hop culture and includes elements from Jazz, Rock, and Tap and involves a wide range of body movement.
- **Lyrical** - Lyrical dance is a style that blends ballet with jazz and contemporary dance techniques. It is a beautiful and expressive form of dance that encourages the dancer to explore his/her own creativity. Jazz shoes or foot paws and fitted dance attire may be worn for this class.
- **Contemporary** - Contemporary dance incorporates elements from many dance styles and is closely related to modern dance and ballet. Fitted dance attire with jazz shoes or foot paws may be worn in dance class.
- **Pre-school** - Pre-school classes are 45 minutes long. The class consists of tap and ballet. They perform only one dance in the showcase, either tap or ballet. Dance attire for pre-school class consists of a leotard, tights, tap, and ballet shoes (any color). The 3 and 4-year-olds are grouped together in the same class and the 5-year-olds are in a class with only other 5-year-olds.
- **6 Year Old Combo** - The purpose of this class is for students to learn the basic steps in tap and jazz. Once they have mastered the steps from this class they may then choose the area or areas of dance they wish to pursue. They will perform one dance in the showcase, either tap or jazz. The combo class is an hour long. Dance attire for the combo class is leotard, tights, jazz, and tap shoes (any color).
- **Acro** - This class adds a layer of gymnastic technical skill on top of dance skills. The gymnastic technique that dancers can incorporate into a dance routine may include handstands, cartwheels, and aerials. Leotard, dance shorts and bare feet may be worn for this class. T-shirts are not to be worn to class.

## Rules and Regulations

**Absences/Attendance** - No refunds or deductions are given for missed classes. If you want your child to progress, good attendance is very important. Good attendance is especially important from January to May, as we will be working on showcase pieces. Please make sure students are on time for class so that all class time can be productive.

**Account Balance** - To avoid a late fee the entire account balance must be paid in full by the 15th of each month. Every student must have a \$0 balance to participate in the showcase.

**Behavior** - For the safety of everyone, please do not allow your student to be in a classroom without teacher supervision, run in the hallway or horseplay outside.

**Billing Fee** - A \$10 late fee will be charged to accounts not paid in full by the 15th of each month.

**Billing Statement** - Billing statements are mailed out each month of the dance year beginning in September. Each statement is payable in full upon receipt of the statement. A \$10 billing fee will be charged to accounts not paid in full by the 15th of each month. A \$15 fee will be charged

on returned checks. Payments or credits received after closing date will appear on the next month's statement. Please feel free to call anytime concerning questions you may have about your statement. If you feel as though we are in error, please let us know and we will resolve the matter. If no one is at the studio desk to receive your payment, you can drop the payment in the mailbox in the waiting room.

**Communication** - The studio uses bulk email for much of our communication with parents. Please make sure your email address is in our system correctly if you do not receive messages.

**Company Dancers** - Jill directs and choreographs the Company Dancers. Company Dancers are selected by invitation only. At the end of each dance year, Jill selects new Company members. The selection is based primarily on dance ability. Performance ability, attitude, and attendance are also part of the selection criteria. In some cases, dancers are chosen because of a tremendous strength in one area of dance. Generally, they are chosen as a well-rounded dancer in each discipline. Company members are chosen carefully and are an elite group. Company Dancers take a minimum of 5 hours of dance per week plus weekend rehearsals. Any questions about Company Dancers should be directed to Jill.

**Costumes** - Most costumes come in three sizes (small, medium and large). Please be aware that costumes you receive will not be a perfect fit. Please anticipate the possibility of needing to alter the costume. A costume will only be exchanged with Jill's approval. All ballet and pointe costumes may require an additional \$15 pancaking fee.

**Costume Cancellation** - The studio must receive written notification from a parent if a child is not going to participate in the showcase, or does not need to order a costume for a particular class. The notification must be received by November 15th to avoid a costume charge. After the costumes have been ordered, all costume charges are non-refundable. We cannot be responsible for costumes not picked up by May 1, 2018.

**Costume Payments** - Costumes are ordered before Christmas so that they will arrive before picture weekend. Unfortunately, we cannot give you your total costume amount until November, because all of the costume catalogs are not published until then. We realize that there are many financial obligations at Christmas time, and that they all seem to hit at once. To help this problem, you will be billed a costume deposit of \$45 per costume on your October statement and the remainder of the total costume amount on your November statement. We hope this will make things a little less stressful at Christmas time. **All costume payments must be made before the Christmas break.** (Also see Costume Cancellation).

#### **Dance Attire**

- **Proper dance attire is important and will be strictly enforced. Athletic/workout shorts and t-shirts are not considered dance clothes.**
- Leotards, tights, ballet, tap, or jazz shoes are to be worn by all students.
- Both ballet and tap shoes should be secured by elastic.
- Ballet students must wear pink tights and black leotards without a skirt attached.
- See specifics under course description.

**Dance Class Schedule** - The studio reserves the right to change the dance class schedule at the end of any month for any reason. This includes the right to cancel a class.

## **Dance Showcase**

- Our 23rd annual showcase will be held in the spring of 2018. There will be two evening performances as well as a matinee performance for preschoolers and 5-year combo students. You will be notified in January as to which night your child will perform.
- Students must be present for dress rehearsal in order to participate in the showcase. The rehearsal schedule of times will be given out in May. Dancers should come in full costume to dress rehearsal. Also see **Dress Rehearsal Schedule**.
- Every student must have a \$0 balance to participate in the showcase. The showcase fee will be \$33 for the first student and \$28 for each additional student. The showcase fee will be charged on the April statement.
- Showcase costumes will be ordered before Christmas and the costume payment must be made in October and November. Also see **Costume Payments**.
- Programs will be sold each night at the showcase. Also see **Program Books**.

**Dress Rehearsal Schedule** - Students must be present for dress rehearsal in order to participate in the showcase. Dancers should come to the VBC dressed in full costume for the dress rehearsal. The rehearsal schedule of times will be given out in May.

**Drop Off and Pick Up** - Students should not be brought to the studio more than 10 minutes before their class and should be picked up **immediately** after class. Prompt pick up is especially important for the last class time of each night. Young children waiting on dancers should be supervised by the parent in charge and should remain in the waiting room.

**Please do not allow your child to run in the hallways.** Do not leave your car unattended in the pick up line.

**Overdue Accounts** - To avoid a late fee the entire account balance must be paid in full each month. When an account becomes 60 days overdue, the person responsible for that account will be notified by letter that the account is overdue and must be paid in full in the next 30 days. If an account becomes 90 days overdue, the person responsible for that account will be notified by letter that the account has been deactivated and the student(s) restricted from participating until the account is paid in full. Every student must have a \$0 balance to participate in the showcase.

**Picture Package** - The photography studio will offer various color picture packages that you may purchase. Buying a color picture package does not mean that you automatically get an individual picture in the program book. These program pictures are completely separate from the color picture packages.

**Picture Weekend** - The picture weekend will be one weekend in March. The schedule and related information will be sent to you in January.

**Private Lessons** - Private lessons are available in dance. Please contact the office if you are interested in scheduling a private lesson. A scheduled private lesson requires at least 24 hour notice of cancellation. If a student cancels with less than 24 hour notice, or is a no-show, they will be charged the full price of the private lesson.

**Program Ad** - The program book for the showcase contains both class pictures and individual student pictures. The class pictures are printed in the program book at no charge to the student. Parents may purchase program ad space for individual student or small group pictures to be placed in the program book. The program pictures are printed in black and white. Detailed information concerning program ads will be sent out in February.

**Program Book** - Program books will be sold each night of the showcase. The price per book will be set before the picture weekend. The price set is for everyone regardless of whether you purchase a picture ad in the program book.

**Registration Fee** - A non-refundable fee of \$33 for the first student and \$28 for each additional student is due for registration each year.

**Showcase Fee** - The showcase fee is \$33 for the first student and \$28 for each additional student. The showcase fee will be charged on the April statement.

**Showcase Tickets** - Tickets will be sold to the showcase. More information concerning tickets sales will be sent out later in the dance year. The studio reserves the right to sell tickets to any future event.

**Showcase Video** - A professional video crew will video each performance of the showcase. A video of each performance will be sold at the showcase. Personal video equipment will not be permitted in the auditorium for any performance of the showcase. We hope that this will allow you to sit back and enjoy the show. You may, however, video the rehearsal. More information concerning purchasing videos will be made available in April. Orders must be placed on or before the day of the showcase.

**Studio Calendar** - Dance classes begin **Wednesday, August 16, 2017** and conclude **Friday, May 18, 2018**. In the event of inclement weather, the studio may need to be closed. The studio will observe the following holidays:

Labor Day: Monday, September 4  
 Fall Break: Monday, October 2 through Friday, October 6  
 Thanksgiving: Monday, November 20 through Friday, November 24  
 Winter Break: Monday, December 18 through Tuesday, January 2  
 Spring Break: Monday, March 26 through Friday, March 30

**Suggestions** - We are always open to good ideas and better ways in which we can serve you. If you feel you have a good suggestion, please write us a note and we will consider your comments.

**Supervision** - Parents are responsible for supervising all their children that are not in class while at the dance studio. Please talk to your children about keeping the waiting areas and restrooms clean. Please realize that many people have to use the building throughout the week. Please remember to supervise your children at all times, for their safety and out of consideration to others. We cannot allow running in the hallway.

**Tuition Rates** - Monthly tuition is based on the amount of hours taken per week. All tuition is payable on the first of each month. The monthly tuition rates are not altered for months with holidays. No refunds or deductions are given if a child misses class for any reason. Tuition is pro-rated only for the first month when a new student joins the studio. Tuition rates are not pro-rated at any other time. The non-tuition rate is \$15 per class.

Dance Time/Week	Tuition/ Month	Dance Time/Week	Tuition/ Month
45 minutes	\$47.00	4 hours	\$104.00
1 hour	\$49.00	5 hours	\$114.00
1.50 hours	\$65.00	6 hours	\$124.00
1.75 hours	\$70.00	7 hours	\$132.00
2 hours	\$75.00	8 hours	\$138.00
3 hours	\$92.00	9 hours	\$144.00

**Video Recording** - While we do not permit videotaping or other recording of showcase performances, we do allow you to video your child at the dress rehearsal. However, this permission extends solely to private use of the video. We do not permit recordings taken at our facility, recital, or other events to be posted on any website.

**Visitor's Week** - We will have a visitor's week sometime in the late fall. Parents are invited to come and observe their child's class during that week. If it is possible, we ask that you refrain from bringing young children to visitor's week as space is limited and the dancers need to be able to concentrate and pay attention. We do not allow visitors inside the dance room during a normal week so that class time will be productive for everyone. Visitors are always welcome to observe the dance rooms through the windows.

**Weather** - In the event of severe weather, it may become necessary to cancel classes for a partial or full day. These announcements will be made via email and will also be posted on our website ([www.jills.com](http://www.jills.com)) as well as social media.