



**PARENT AND STUDENT HANDBOOK  
2009 – 2010**

**Mission Statement**

Ashly's Dance Center strives to offer high quality of dance education in a family atmosphere. We provide an environment that is supportive, encouraging and conducive to learning. We want all of our students to have an enriching experience. The instructors are dedicated to their art of dance and annually attend training workshops and seminars to be able to bring the finest in instruction to their students. We believe in training the individual personality of each dance student and realize that each student has chosen to be involved in dance for different reasons or goals.

**Tuition**

Tuition is due the first day of your class in September. Tuition is based on a yearly rate with three payment options, 9 equal monthly payments (\$35.00), 2 semester payments (\$157.50) or the full year payment by October 1. There is a 5% discount for yearly tuition paid in full by October 1, 2009. Tuition is not adjusted because of holidays or unattended lessons. All tuition and registration fees are non-refundable. A \$30.00 fee will be added to all returned checks.

Students may not skip a month and return to class without paying for the month missed. Any student with an outstanding tuition balance may not be admitted to class. Tuition may be mailed to the following address: 535 E. 5th, Colby, Kansas 67701.

Monthly Tuition Rates

½ hour / week	\$25
45 minutes / week	\$35
1 hour / week	\$45
1.25 hour / week	\$55
1.5 hour / week	\$65
1.75 hour / week	\$75
2 hours / week	\$83
2.25 hour /week	\$90
2.5 hour / week	\$97
2.75 hour / week	\$104
3 hour / week	\$110

3.75 hour / week	\$125
4 hours +	\$150

Tuition is per student, not per family. A 5% discount is available for families with two or more registered family members. There is also an unlimited family hours per week of \$150.00 per month. Family discounts are figured by totaling the per student class load for each child, then take 5% off the total. If family tuition is paid in full for the year by October 1, 2009, that is a 10% discount(5% for family- 5% for yearly)!

### **Snow Closings and Cancellations**

As we have students attending the Ashly's Dance Center from many area schools, it does not necessarily mean the studio is closed if your school has canceled classes because of bad weather. Our policy on "Snow Days" is that the studio will be open if streets and highways are not dangerous. Please CALL the Studio at 785-460-7941 before leaving home or check our website. If classes have been canceled a message will be left on the studio answering machine and posted on our studio website ([www.thedancecentercolby.com](http://www.thedancecentercolby.com)). Announcements will also be made over local radio stations. SNOW DAYS WILL NOT BE CREDITED, please make arrangements for a make-up class with your instructor.

Ashly's Dance Center reserves the right to cancel classes for personal reasons of the instructor and will issue refunds or schedule a make-up class on another day in this case only. NO OTHER REFUNDS WILL BE GIVEN. Classes WILL NOT be rescheduled in case of sports events, school conferences or other activities you are involved in. Our students come from many different schools, thus it would be impossible to do so.

### **Class Placement**

It is the responsibility of the instructor, to place students in a class most suitable for the student. Classes are arranged for the students according to age and ability. Students may be transferred to other classes if the instructor finds it is necessary and in the best interest of the student. Please do not request class changes so that students can be with friends, etc. We do our best to fulfill everyone's wishes and at the same time keep our dance classes at certain technique levels. Many factors are considered when determining placement of a student that has had several years of dance training. Placement can only be made with the ability of the individual in mind. Advancement is based on the individual student and not by a whole class. Students are not placed in classes on how many years the students have taken dance but on their level of dance ability. Students advance based on technique level, ability, attitude, consistency in work, attendance, musicality and physical and emotional readiness.

### **Address Changes**

Please keep us informed in any changes in your address or phone number for our records.

### **Attendance**

Attendance is taken at each class. Missing classes can hold back an entire class. We cannot jeopardize the rest of the class for one student.

### **Pickup/Drop Off**

Parents are responsible for delivering their child to class. Please do not send your child across the street on his or her own if they are too young. Please do not stop and park in the street to drop off or pick up students. Please be on time to pick up your children after class, especially if it is the last class of the evening. Please call the studio if you will be late in picking up your child and we will see that he or she is kept in the dance classroom until your arrival. We prefer that the children wait inside the building and not outside for their ride.

### **Class Visitation**

Parents and visitors are not allowed in the classroom with students to observe class. The viewing window will be open during Visitation Week held twice in the fall and twice in the spring. These visitation dates are the FIRST WEEK OF OCTOBER AND DECEMBER and the FIRST WEEK OF FEBRUARY AND APRIL. Due to space limitation, during Visitation Week, please limit visitors to 2 people per student. We encourage parents to follow their dancer's progress through the year and attend these observation days. If you or your child have any questions or problems during the year please feel free to visit with Ashly. You may call her at home at 443-2263 with any concerns or problems.

### **Code of Conduct**

Students will be respectful of themselves, their classmates and their teachers and assistants. We expect students to be on time, dressed properly, and have a good attitude. If problems arise, the student may be asked to sit down or leave the class. We will also speak with the parents if a problem arises.

### **Classroom Etiquette**

Please be on time for all classes. Any students more than fifteen (15) minutes late will be asked to observe class. No long necklaces or bracelets in class.. No gum is allowed in the classroom... Pantyhose are not acceptable... do not wear dance shoes outside. No food or drink is allowed in the classroom except water... do not wear any outfit that looks like a costume... please try to use the restroom before class begins... **NO STREET SHOES ARE ALLOWED ON THE DANCE ROOM FLOOR.** Please change your shoes before coming in the classroom. This is to prevent dirt and rocks from being tracked in on the floor which can cause a danger to the dancers such as slipping on the floor.

### **Drop Policy**

A written or verbal, 30-day notice is required to drop a class. You will continue to be responsible for tuition until a written notice is given. If notice is given after the first lesson of the month, you are still obligated for that month's payment if payment has not already been received.

### **DRESS CODE/CLASS ATTIRE**

Dance is a disciplined art form and must be respected as such. In order to teach effectively, see proper body alignment, and make necessary corrections, the dancer must be dressed properly. If a dancer does not come in appropriate attire, she/he will be asked to observe class. Hair must be secured out of face in a bun, ponytail, etc. No Baggy Clothes or Long T-shirts are allowed in the classroom. Please, no long skirts are to be worn in dance class.

#### **Preschool Classes**

Any Color Leotards and Tights. Pink Ballet shoes for girls... Black Ballet shoes for boys... Black Tap Shoes (rental). If possible please use attached skirts on leotards. Boys shorts, sweats, and T-shirt.

#### **Combination Classes**

Any Color Leotards and Tights. Skirts may be worn over leotard. Boys may wear shorts, sweats, and t-shirt. Pink Ballet shoes for girls... Black Ballet shoes for boys... Black Slip-on Tap Shoes.

#### **Ballet Classes**

Solid Color Leotards, Pink, White or Tan Tights, Pink Split Sole Ballet Shoes. The wearing of short skirts or hot shorts is optional. No Long Skirts.

#### **Tap Classes**

Black Slip-on Tap Shoes for Intermediate I & II Tap Classes. Intermediate III & Advance classes shoes will be determined by instructor. Boys Black Tie Tap Shoes... Leotard and Tights, Jazz Pants or Shorts, fitted t-shirts or tops, or studio t-shirt. No Baggy Clothing to be worn.

#### **Jazz Classes**

Tan Split Sole Slip-on Jazz Shoes... Leotard & Tights, Jazz Pants, Short t-shirts, or tops. No Baggy T-shirts or pants are to be worn.

#### **Hip-Hop Classes**

Black Dancesneakers... Knee Pads... Jazz Pants or Sweats... Fitted T-shirts or Baby Ts.

## OUR DANCE YEAR CALENDAR

2009-2010

SEPTEMBER 7	Labor Day- No Classes
SEPTEMBER 8	First Day of Classes
OCTOBER 5-9	Parents Visitation Week
NOVEMBER 23-29	Thanksgiving Break- No Classes
DECEMBER 7-11	Parents Visitation Week
DECEMBER 21- JANUARY 3	Winter Break- No Classes
JANUARY 4	Classes Resume
FEBRUARY 1-5	Parents Visitation Week
MARCH 15- 21	Spring Break
APRIL 5-9	Parents Visitation Week
MAY 22	Rehearsal for Recital (date subject to change)
MAY 23	Recital (date subject to change)

### RECITAL INFORMATION

We will have a performance in the Spring of 2010 on the stage at the Colby High School Auditorium. Times and Dates will be sent home with you when the time gets closer. There is an admission charge for all performances of \$5 to defray the cost of the auditorium rent, light and sound tech, programs, backstage crew and other costs. There are NO complimentary tickets for parents. There will be a \$35 costume deposit due by November 1 for all creative movement and combination classes and \$45 for all other classes due by November 1, 2009. The balance of the costume cost is due January 4, 2010. The approximate cost of costumes will be \$45-\$70 per costume. We do our best to select acceptable costumes at reasonable prices. Please let us know BEFORE costumes are ordered if you will not be participating in the recital. There will be no refunds on costumes after they have been ordered and costumes must be paid in full before they are ordered. Recital is optional, but all students are strongly encouraged to participate in it. Recital and Rehearsal information will be handed out at a later date.

#### Other Costs:

Our studio does not charge a Recital Fee, instead we sell tickets for the performance. Tickets: \$5.00 per seat. In order to pay for auditorium rent, light and sound crew, backstage help, programs, tickets, scenery, etc., we must charge this amount. There are NO complimentary tickets for parents. Pictures: Pictures of each classes will be taken with the opportunity for individual pictures also approximate cost is \$20-\$45. DVD: \$25-\$30 (optional).

### **Cameras/Videos**

If you wish to take flash pictures or video tape your child during the performance, you must do so during dress rehearsal. **NO VIDEO CAMERAS OR FLASH PHOTOGRAPHY ARE ALLOWED DURING THE PERFORMANCE.** Please explain this policy to all visiting relatives, also. The policy is in place for the benefit of everyone and as a common courtesy to the dancers performing on stage. To videotape a performance that is being professionally videotaped is against Federal Copyright laws. Taking flash photos during any theater performance is distracting and dangerous to the performers and is also an infringement on choreography copyrights. Please do all of your videotaping and action photography during dress rehearsal and enjoy watching the performances without the interruption of flash photography and video cameras. Anyone trying to bring a video camera into the performance will not be admitted to the auditorium. We do ask for everyone's cooperation in this area, as we want the show to be an enjoyable time for everyone, especially the performers on stage. We would also like to thank you for your cooperation in the past; it is greatly appreciated!

### **Rehearsals:**

We will hold a staging rehearsal during the day of dress rehearsal. Staging rehearsals are held to help the dancers become acquainted with the space on stage and entrances and exits. Being on stage is much different than dancing in the studio. Costumes will be required for the staging rehearsal which will be held on Saturday. Recital Rehearsal is mandatory. NO Make-up is required. Each class will have a required block of time they will need to be there for their staging rehearsal. We ask for your patience during these long hours of rehearsal and performance. Students have worked hard throughout the year to achieve a new level of dancing and this is their opportunity to show their accomplishments. This is the most exciting and important part of the year for the students. On the day of the performance students may not leave until after the Finale.

If you have any questions about any of the topics covered in this policy handbook, please feel free to contact Ashly.

**LET'S HAVE A GREAT YEAR!**