

Official Handbook

for



Please review and keep this handbook in a convenient location. It will help you get to know our studio and understand our policies. We hope you will find it useful.

If you have any concerns or unanswered questions after reviewing this handbook, please ask a faculty or staff member.

Attendance Policy

Regular attendance is critical to both an individual dancer's progress and to the progress of the class. If you must be absent, we ask that you call to let us know so we won't worry. Missed classes should be made up as soon as possible (see **Make-up Classes** for additional information). There are no tuition refunds or credits given for missed classes.

Birthday Parties

Studio 68 is happy to host **birthday parties**. We provide 45 minutes of dance instruction and entertainment, party music, and the perfect location with lots of space. For \$100, you may invite up to 20 children for up to 2 hours. Additional time and/or children are welcome; however, they may incur added costs.

Classes Offered

At Studio 68, we offer a variety of dance and performing arts classes to children ages 2 to Adult.

- **Ballet** emphasizes balance, control, and grace. It is the foundation for all forms of dance. Classes are offered to girls who are at least 2 years old and boys who are at least 4 years old.
- **Tap** focuses on combining rhythm and sound with music. This class is available to boys and girls who are 5 years old and up.
- **Jazz** has several styles, from blues to pop to hip-hop. Our jazz students will be exposed to many different styles. It's offered to students 5 years old and up who have completed a full year of ballet training. Students must continue taking ballet.
- **Lyrical** will help to strengthen complete dance and performance skills. Available for ballet company students age 9 and up, this class emphasizes musicality and expression through dance.
- **Dance/Cheer** emphasizes formation changes, cheer dances, coordination, and precision of movement. Some tumbling and chanting will also be incorporated. Students age 7-12 may enroll in this class.
- **Musical Theatre** is most often described as "Broadway-style." Students will incorporate elements of dance, acting, voice, and performance techniques. The class may take field trips to watch professional performances. Students age 9 and up who are currently taking ballet and one other subject may enroll.
- **Yoga and Pilates** combine mind and body to create long, lean muscles, strengthen balance, and improve overall wellness. Dance training is not a pre-requisite; however both forms of exercise can have a great impact on dance technique.

Private and semi-private lessons are available in any of the dance forms listed. See **Private Lessons** for more information.

Competitive Companies

Studio 68 has four age levels for company dancers: Mini (7-8), Junior (9-11), Teen (12-14), and Senior (15-18). Each age level will have three companies: ballet, jazz, and tap. These age definitions serve only as guidelines, with ability playing the biggest role in student placement.

These groups will participate in a variety of competitions and special performances throughout the year. Participation in our companies is only by audition, which typically takes place during the summer at our week-long Company Camp.

Costumes

All classes that perform in the recital will have a costume. A deposit of \$35 per costume is due by October 1. Students will be measured for their costumes during class in the third week of October. Orders will be placed by Thanksgiving. COSTUMES ARE NON-REFUNDABLE. Once the order has been placed, *you are responsible for the remaining balance.*

Costume balances will be billed in December, and are due by February 1. **A finance charge of \$10 per costume will be added each month to costumes not paid in full by February 1.** Costumes will arrive in February and March. *If your account is not paid in full, your dancer will not be allowed to take his/her costume home.*

As a convenience to you, each costume will be accompanied by a new pair of tights to be worn for pictures, dress rehearsal, and the recital. Please do not wear your costumes for anything other than pictures and performances associated with Studio 68. We want our students to look fresh and beautiful for the recital!

Dress Code

At Studio 68, we follow a dress code for weekly classes. We believe this encourages unity and discipline among our students. Street clothes are not allowed. It is important that dancers present a neat and elegant appearance to minimize distractions in the classroom. Hair must be pulled away from the face, up off the neckline, and secured to the head. See **Hair** for more information.

The only exception to the following dress code is the last class of the month when students may wear any color and style tights dancewear to all classes. Shoe requirements remain the same. Please note that company members may have different requirements, so be sure to check with your instructor before purchasing anything.

All dancewear may be ordered through Studio 68. We have partnered with The Dancer's Store in Lenoir to ensure that our dancers have exactly what they need when they need it.

Class	Tights	Leotard	Shoes
Ballet	Pink ballet tights	Black leotard, any style	Pink Bloch Dansoft ballet slippers (item # S0205)
Tap	Tan footed tights <small>*For weekly classes, it is acceptable to wear pink ballet tights since many students have both ballet and tap on the same day.</small>	Black leotard, any style	Tan Bloch Merry Jane tap shoes (item #S0352)
Jazz	Any color tights or jazz pants <small>*For performances, jazz dancers will wear tan footed tights.</small>	Any color/style leotard	Tan Bloch Elasta Bootie (item #S0499)
Musical Theatre	Any color tights or jazz pants	Any color/style leotard	To be determined
Lyrical	Any color tights or jazz pants <small>*For performances, lyrical dancers will wear tan stirrup tights</small>	Any color/style leotard	Dance Paws
Dance Cheer	Any color tights or jazz pants <small>*For performances, jazz dancers will wear tan footed tights</small>	Any color/style leotard	Tan Bloch Elasta Bootie (item #S0499)
Adults	Comfortable, non-restrictive clothing		To be determined

Fees

Aside from tuition, which is due on or before the 5th of each month, the following fees are assessed each dance season:

<i>What?</i>	<i>How Much?</i>	<i>When?</i>
Registration	\$25 per student	Prior to beginning classes
Costume Deposit	\$35 per costume	October 1st
Recital	\$25 per family	November 1st
Costume Balance	Variable (billed December 15)	February 1st

Hair

For all classes, hair must be pulled away from the face, up off the neckline, and secured to the head. It is important that instructors be able to see the neckline to check for proper placement. This ensures that hair is not a distraction from the learning environment and also serves as a safety precaution—long hair can hit dancers in the face during some movements.

If you need assistance with your child's hair, please see any faculty member.

Holidays and School Closings

Studio 68 will be closed for major holidays, but we will remain open for teacher workdays. Typically, we are closed in observance of the following:

Thanksgiving (Wednesday-Friday)
 Christmas/New Year's (in conjunction with Wilkes County Schools)
 Martin Luther King Jr. Day
 Spring Break/Easter

An official calendar will be issued each dance season.

Hours of Operation

Our official office hours are Monday-Thursday from 4pm until 8pm. Any questions, concerns, and transactions can be addressed during this time. If your schedule can not accommodate these hours, please call us or stop by the office to arrange an alternate time (336-838-0068) and we'll be happy to meet with you.

It's very likely that we will be at the studio before 4pm and after 8pm. However, we need that time to prepare for classes and complete other tasks that make Studio 68 a great place to be. We ask that you make every effort to respect our posted operating hours.

Inclement Weather

In poor weather conditions, we will be cautious in deciding whether or not to open. *Please note that we do not necessarily follow the Wilkes County School System.* You can call the studio (336-838-0068) or consult the website (www.Studio-68.com) after 3pm to determine whether or not classes will be held.

The best rule is to always use your best judgment; any classes missed can be made up.

Make-up Classes

Regular attendance is very important, but we realize that you must occasionally be absent from class. Missed classes can be made up at anytime *except during the months of December and May*. Please check the bulletin board or the website for your dancer's assigned make-up time.

Parents' Night Out

On the last Friday night of most months, we will offer Parents' Night Out from 6:30-9:30. Cost is \$15 for the first child and \$5 for siblings. You do not have to be enrolled at Studio 68 to attend. Profits from PNO will go to our competitive groups for travel and competition expenses. Sign up sheets and an itinerary will be posted each month.

Pictures

In the spring, each class will have pictures made in their recital costumes for the program book. You may also have individual pictures made at this time. A definite schedule will be available in March.

Private Lessons

Private and semi-private lessons are available in any of the dance forms we currently offer. These lessons give individual, concentrated attention and are invaluable in improving technique or mastering complex movements. Students preparing for pageants and talent shows often choose private lessons.

Private lessons are available at a rate of \$30 per hour. Semi-private lessons are available at a rate of \$20 per person, per hour for up to four people. Discounted packages are available.

Recital

To showcase what we've learned throughout the year, we will hold a spring recital at the John A. Walker Community Center. The recital will typically be mid- to late-May and will be accompanied by a dress rehearsal the week prior. Specific dates will be announced each year before Christmas. The recital and dress rehearsal are mandatory.

A recital fee of \$25 per family is due November 1. This fee covers the facility for both dress rehearsal and recital and a set number of tickets for the actual recital. Additional tickets may be purchased for \$5 each. Admission to dress rehearsal is free.

Returned checks

Any returned check will be subject to a \$25 service charge per item.

Special Events

Haunted Halloween: During the week of Halloween, students wear their costumes to class. Each class will have a "Haunted Halloween Test" where students will answer questions about terminology and demonstrate steps that they've learned in class. Then we'll learn Halloween-themed dances and play games.

Holiday Open House: Parents are invited to observe class for one week in mid-December. Students will participate in their regular class work and will perform a special routine. Afterwards, everyone is invited to stay for refreshments.

Year-end Celebration: After the spring recital, everyone is invited back to the studio to celebrate a job well done, enjoy cake, and just relax!

Solos/Duets/Trios/Small Groups

Students often express interest in competing and performing as a solo, duet, trio, or small group. This takes a significant amount of courage and discipline and can be a very rewarding experience. Parents and students should discuss their options with a faculty member. Special policies and pricing apply and are available from the office.

Student Assistants

These are advanced students who help with younger classes each week. Student Assistants demonstrate movements and help keep our classes running smoothly. They are not intended as a replacement for qualified instructors.

Summer Programs

Students who continue dancing during the summer will see dramatic improvements in their dance ability. Summer is a great time to try out new things or perfect technique. Our summer programs are designed for all ages and experience levels and typically include:

- Technique classes
- DanceFest, a series of week-long dance camps
- Company Camp for students auditioning for our competitive groups

Tuition

Our tuition is based on a sliding scale and calculated per family—the more classes your family takes, the more you save! You may choose to pay monthly, by the semester, or by the year. **Monthly tuition is due by the 5th of each month.** Payments may be made at the studio or by mail. We accept cash, check, MasterCard and Visa. **After the 5th, please add \$10** to your monthly payment. Depending on the level of interest, we may offer automatic draft.

A 10% discount is available for families paying by the semester. A 15% discount is available when paying the year in full. Payment must be received by August 1 and January 1 in order to receive the discount.

Classes per week	Monthly tuition	Monthly tuition AFTER the 5 th of the month	Semester Rate (10% discount if paid by August 1 and January 1)		Yearly Rate (15% discount if paid by August 1)
1	\$35	\$45	\$126.00	\$157.50	\$267.75
2	\$60	\$70	\$216.00	\$270.00	\$459.00
3	\$80	\$90	\$288.00	\$360.00	\$612.00
4	\$100	\$110	360.00	\$450.00	\$765.00
5	\$115	\$125	\$414.00	\$517.50	\$879.75
6	\$130	\$140	\$468.00	\$585.00	\$994.50
7 or more	\$140	\$150	\$504.00	\$630.00	\$1071.00

Ballet Company members add \$10 to total monthly tuition.

Yoga and Pilates classes will each meet twice per week for 30 minutes and will cost \$20 per month.

We understand that things happen, and we're happy to work with you. However, if your account is three months past due and we have not heard from you, your account will be frozen until arrangements have been made. This means that your child can not participate in class or other activities.

We believe that everyone should finish what they start, but if you must drop mid-way through the year, we ask that you notify the office as soon as possible. Until we hear from you, your account will continue to be charged. If you drop after costume orders have been placed, you will be responsible for paying the balance.

Frequently Asked Questions

Q - The studio wasn't open on the 5th this month, so I paid after that. Do I still need to add \$10 to my payment?

A - Unfortunately, yes you do. In order to avoid this situation, you have a couple of options:

1. Set up automatic draft from your checking account. You can do this in the office.
2. Pay in the office prior to the 5th of the month.
3. Postmark your payment by the 5th of the month, and mail it to:

Studio 68
PO Box 883
Wilkesboro, NC 28697

Q - Where can I get the tights, leotards, and shoes I need for class?

A - Right here at Studio 68! We've partnered with The Dancer's Store in Lenoir to make sure that our students have everything they need in a convenient and timely fashion.

Q - I'd like to do a solo this year. What do I need to do?

A - Set up an appointment with Miss Natalie and/or Miss Stephanie. They will explain expectations and pricing and can help you decide the best thing to do.

Q - Our family went on vacation. What should we do about those missed classes? Can we get a refund?

A - Check the bulletin board or the website for the class make-up schedule to determine which class you should attend as your make-up class. Please note that classes can not be made up in December or May. Tuition is non-refundable.