

Kathy Blake Dance Studios

3 Northern Boulevard
Amherst, New Hampshire 03031
603-673-3978

Website: www.kathyblakedancestudios.com
E-mail: info@kathyblakedancestudios.com

Student Handbook

SCHOOL YEAR 2009-2010

Dancer's Name: _____

Class: _____ 1st Day: _____

Class: _____ 1st Day: _____

Class: _____ 1st Day: _____

Dancer's Name: _____

Class: _____ 1st Day: _____

Class: _____ 1st Day: _____

Class: _____ 1st Day: _____

Dancer's Name: _____

Class: _____ 1st Day: _____

Class: _____ 1st Day: _____

Class: _____ 1st Day: _____

Total Monthly Tuition: _____



Welcome to the 2009-2010 School Year!
Thirty-Sixth Anniversary Season

We have an exciting school year planned for you! This handbook is filled with information you should know covering the entire school year. If you have any questions or concerns, please speak to someone in the office at your earliest convenience. We are here to serve you!

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. Parents, for your children's safety, please be available in the waiting room to receive students when dismissed from class. Please make sure when dropping off your child that they enter the building. We also request that no students wait outside for a ride. Teen/Adult students who drive should always walk to their car with a buddy. Please call whenever delayed for class start time or pickup. **See one-way traffic pattern.**

Please note that the waiting rooms are made available for the convenience of our students and their families. We ask that you please respect the activities of others and the classes in session. Please be responsible for the safety and behavior of your children. If you use our movies, books and magazines, we would appreciate it if you would return them to the shelves. Your courtesy will be greatly appreciated.

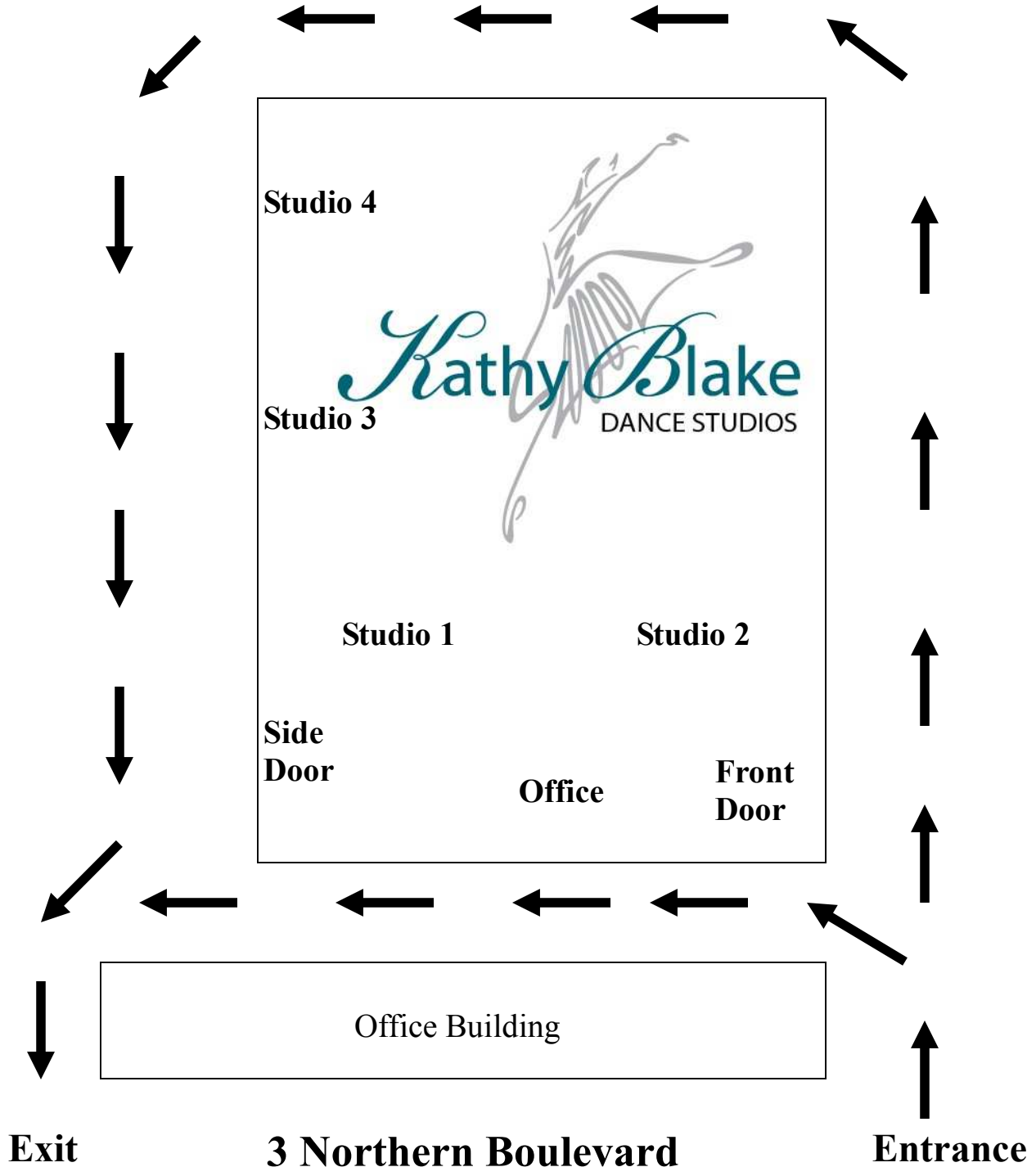
Please only water or tightly covered drinks and dry Non-Peanut snacks! KBDS is a nut free zone. We have many students and siblings who are deathly allergic to nuts. If they come in contact with the protein they will go into anaphylactic shock. Please be sure that if you had nuts or nut products before entering the studio to wash your hands. Thank you for making the studio a safe environment for our allergic friends. For more information on nut allergies please stop by the office for a flyer.

We welcome your comments and suggestions and will make every effort to have you enjoy your time at Kathy Blake Dance Studios. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to insure that your school year will be one of pleasure and growth. The entire faculty and staff, wishes you a fantastic year of dance! ***Happy Dancing!***

Traffic Pattern

We are requesting our students to observe **one-way traffic** according to the diagram below. This traffic pattern will help with the safety for everyone going to and from their cars. We also request that, unless you have a handicap permit, you do not park directly in front of the door to Studio 3 or Studio 4.

NOTE: This traffic pattern may not be observed by visitors, delivery trucks, etc., so always use caution when traveling around the building.



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Tuition and Payment Information

You will be paying monthly for the entire school year of 36 weeks of classes held over 10 months September - June. This is an average of 3.6 classes per month. Some months have as little as 2 weeks others have up to five. You are not paying for scheduled school vacations and holidays. Please see our published calendar in this booklet. Tuition is due on the first of each calendar month.

We accept cash, checks, MasterCard, Visa and Discover.

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 15th of the month. Any account unpaid after the fifteenth of the month will have late charges assessed for 10% of the total monthly tuition. Payments may be made at the office or by mail. If you make a payment late, please include your late fee or you will be billed. If you make your payments by mail, be certain to allow adequate time for mail delivery. Thank you for your co-operation.

You **WILL NOT** be receiving a monthly bill/statement from our office for your monthly tuition. If at any time you would like a printed statement of your account you may request one. **Monthly statements will be mailed for overdue balances only with late charges assessed.** Returned check fee is \$25.00 Any student with an overdue balance of more than 60 days will not be allowed into class until payment in full is received or payment arrangements have been made. Overdue balances must be paid by cash, money order, bank check, or credit card.

When making a payment by check, please include the dancer's first and last name/s in the memo of your check, so we may credit the proper account. Checks may be dropped off in the office, placed in the payment box outside the office or mailed. **Checks must be written in black or blue ink.**

The office will be open for business and payments:

<i>Monday</i>	<i>9:00am-8:00pm</i>	<i>Thursday</i>	<i>9:00am-8:00pm</i>
<i>Tuesday</i>	<i>9:00am-8:00pm</i>	<i>Friday</i>	<i>9:00am-8:00pm</i>
<i>Wednesday</i>	<i>3:30pm-8:00pm</i>	<i>Saturday</i>	<i>9:00am-5:00pm</i>

- ❖ Please make up any missed class within **one month** of your absence if possible; no credit will be given for missed classes.
- ❖ If for any reason you decide to discontinue your classes, you are **not** obligated to pay for the balance of the school year.

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. Thank you.

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Studio Policies

Please note the following guidelines regarding all classes:

1. We request that students carefully observe our dress code outlined in this booklet.
2. Any student arriving more than 15 minutes late will not be admitted to class. 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.
3. 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 waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
5. School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
6. 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.
7. Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.
8. 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.

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 following our classroom etiquette will provide an environment whereby classes at KBDS will be a pleasure for all concerned.

KBDS Dress Code

The dress code applies to students of all ages, including adults. We request that students abide by our policies for dress code for the following reasons:

- a) No loose fitting pants, blue jeans or t-shirts (they are not dance attire).
Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- b) Hair must be properly secured and tied up off of the face and neck for all styles of dance.
- c) Jewelry must not be loose or dangling.
- d) Gum chewing is not allowed due to danger of choking and appearance.
- e) No costumes are allowed in class.

Baby Ballet

Girls: Any color leotard and tights, pink leather ballet shoes, dance skirts are allowed.

Boys: Any solid color T-shirt and black dance pants or sweatpants, black leather ballet shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

Baby Dance with Me

Girls: Any color leotard and tights, pink leather ballet shoes, or non-skid socks or slippers, dance skirts are allowed.

Boys: Any solid color T-shirt and black dance pants or sweatpants, black leather ballet shoes.

Adults: Any color shirt, loose fitting pants, ballet shoes, socks or bare feet.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

Classical & Contemporary Ballet

Girls 5-12: Black or pink leotard, pink tights, and pink leather ballet slippers. Short dance skirts are permitted.

Girls Teen/Adult: Any primarily solid color leotard, any color tights and pink leather or canvas split sole ballet slippers. Short dance skirts are permitted.

Men/Boys: Black tights or dance pants, black or white solid color T-shirt, and black leather ballet slippers.

No shorts allowed.

NO BARE LEGS and ALL LEVELS MUST HAVE HAIR IN A SECURE BALLETT BUN.

Contemporary

- Girls:** Any color leotard and footless or transitional tights. No pants or skirts are allowed. Tight shorts are allowed over tights. Tight shirts are allowed over a leotard.
- Men/Boys:** Black tights or dance pants, black or white solid color T-shirt.

Students dance in bare feet or open modern sandals.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

No Bare Mid-driffs.

Hip Hop

- Girls:** Any color leotard or tight fitting top, tights or jazz pants, black jazz shoes or black jazz sneakers. Shorts are allowed over tights.
- Men/Boys:** Any solid color T-shirt and black dance pants or sweatpants, black jazz shoes or black jazz sneakers.

No sweatshirts, baggy shirts or loose fitting pants.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

No Bare Mid-driffs.

Blue jeans are not allowed.

Irish Step

- Girls:** Any color leotard or tight fitting top, tights or jazz pants, black ballet shoes or black jazz shoes. Shorts are allowed over tights.
- Men/Boys:** Any solid color T-shirt and black dance pants or sweatpants, black ballet shoes or black jazz shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

No Bare Mid-driffs.

Jazz

- Girls 5-8:** Any color leotard or tight fitting top, tights or jazz pants, black leather ballet shoes or black jazz shoes. Tight shorts are allowed over tights.
- Girls 9-12:** Any color leotard or tight fitting top, tights or jazz pants, black jazz shoes. Tight shorts are allowed over tights.
- Girls Teen/Adults:** Any color leotard or tight fitting top, tights or jazz pants, black jazz shoes. Tight shorts are allowed over tights.
- Men/Boys:** Any solid color T-shirt and black dance pants or sweatpants, black leather ballet shoes or black jazz shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

Jazz Sneakers are not allowed.

No Bare Mid-driffs.

Modern

Girls: Any primarily solid color leotard and footless or transitional tights. Jazz pants or dance skirts are allowed. Tight shorts are allowed over tights.

Men/Boys: Black tights or dance pants, black or white solid color T-shirt.

Students dance in bare feet or open modern sandals.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

No Bare Mid-driffs.

Tap

Girls: Any color leotard or tight fitting top, tights or jazz pants, black tap shoes, dance skirts are allowed. Shorts are allowed over tights.

Men/Boys: Any solid color T-shirt and black dance pants or sweatpants, black tap shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

No Bare Mid-driffs.

Blue jeans are not allowed.

Tap & Ballet

Girls: Any color leotard, light colored tights, pink leather ballet shoes, and black tap shoes. Short dance skirts are permitted.

Boys: Any solid color T-shirt and black dance pants or sweatpants, black leather ballet shoes and black tap shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

Tap & Jazz

Girls: Any color leotard or tight fitting top, tights or jazz pants, black leather ballet shoes or black jazz shoes and black tap shoes. Short dance skirts are allowed.

Boys: Any solid color T-shirt and black dance pants or sweatpants, black leather ballet shoes or black jazz shoes and black tap shoes. Tight shorts over tights are allowed.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

Theatre Dance

Girls: Any color leotard or tight fitting top, any color tights or black jazz pants, black leather ballet shoes or black jazz shoes. Short dance skirts are allowed. Tights shorts are allowed over tights.

Boys: Any color shirt and black dance pants or sweatpants, black leather ballet shoes or black jazz shoes.

NO BARE LEGS and LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.

No Bare Mid-driffs.

Blue jeans are not allowed.

YOGA

Everyone: Any fitness or dance attire and bare feet.

ZUMBA

Everyone: Any fitness or dance attire, aerobics sneakers or jazz/hip-hop sneakers.
Recommended: sweatband, small towel, and water bottle.

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Calendar 2009-2010

September 10 th	(Open - Thursday)	Classes Begin
October 12 th	(Closed - Monday)	Columbus Day
November 23 rd	(Open - Monday)	Make-up for Columbus Day
November 24 th -28 th	(Closed Tue-Sat)	Thanksgiving
November 30 th	(Open - Monday)	Classes resume
December 21 st	(Open - Monday)	Make-up for Memorial Day
December 22 nd -Jan. 3 rd	(Closed 2 weeks)	Holiday Vacation
January 4 th	(Open - Monday)	Classes resume
January 18 th	(Open - Monday)	Martin Luther King Day
February 15 th	(Open - Monday)	President's Day
February 22 nd - Feb. 28 th	(Closed)	Winter Vacation
March 1 st	(Open - Monday)	Classes resume
March 17 th	(Open - Wednesday)	St. Patrick's Day
April 2 nd -3 rd	(Open Fri- Sat)	Easter Weekend
April 26 th - May 2 nd	(Closed)	Spring Vacation
May 3 rd	(Open - Monday)	Classes resume
May 28 th -29 th	(Open-Fri-Sat)	Memorial Day Weekend
May 31 st	(Closed - Monday)	Memorial Day Observed
June 24 th , 25 th , 26 th	(Closed-TH-Fri-Sat)	Recital Weekend
June 24 th , 25 th , 26 th , 27 th	(RECITAL)	SHOWTIME 2010

Please note the above dates that the studio will be open and closed in observation of holidays and school vacations. Students are welcome to arrange for make-ups to accommodate their particular vacation or holiday plans. If you have any questions, please check with the office.

SNOW CANCELLATIONS

Please call the studio (603-673-3978) and the answering machine will have a recorded message that will announce studio closings in case of inclement weather. No other method of communication will be used. We will hold classes except under exceptionally dangerous driving conditions. Use your own discretion regarding attendance if the driving is difficult from your area.

If KBDS cancels a class, a make-up date will be announced. If you are unable to attend the scheduled make-up date, students will be responsible for arranging their own make-up classes at a time that is convenient for them. No credit will be given for missed classes; however, students are always welcome to take make-up classes for any missed class at their regular times.

Class Visiting Time

Parents, siblings and friends and relatives are welcome to stand and observe the LAST FIFTEEN MINUTES of class work during the weeks noted below. The student's work and progress will be observed at these special designated times. Our studio size is limited so please be certain to conserve on the number of guests.

Our studio affords a wonderful learning environment with no distraction from the waiting room areas. However, it is fun for relatives and friends to see our dancers in action in the studio environment as well as at the year end performance. Teachers have the opportunity to explain many of the exercises and activities used in class and students develop a more relaxed and comfortable feeling about sharing and performance.

We expect that when you are inside the studio you will consider yourself part of an attentive audience so that both teacher and students can proceed in their class with limited distraction from visitors. If it is necessary to leave the room at any time during the class, please feel free to do so.

Please do not arrange any make-up classes during Visitor Weeks so that the students will be familiar with the regular class activities they will be sharing with their audience. Cameras and video cameras will be allowed during visitor weeks.

All of the faculty and students look forward to our monthly visitor times!

2009-2010 Class Visiting Times

October 19th - 24th
December 14th - 19th
February 15th - 20th
April 19th - 24th
June 17th - 23rd Dress Rehearsal Week