

ARTISTIC DANCE UNLIMITED

Directors: Alette Chase & Ursula Margolis

(865) 982-1993 www.adudance.com

INTRODUCTORY NEWSLETTER

Welcome to Artistic Dance Unlimited! We are glad to see all of our previous students, as well as the new students who have joined us! In this letter you will find reminders and information useful to parents and students to get this dance year started. It is imperative that ALL the information is read and understood by parents and their dancers. At ADU we feel things run smoothly when everyone is informed. For this reason we provide monthly newsletters so that everyone is aware of upcoming events, studio holidays and fee schedules. Newsletters are available at the first of each month and are sent via e-mail and posted on our website adudance.com. If you do not have access to e-mail, then you must see the office for a paper copy. Many of your questions can be answered by reading the newsletter. **Please do not call instructors at home!** We look forward to providing our students with quality dance instruction. It is a joy to share our love of dance with everyone! Thank you for choosing Artistic Dance Unlimited.

As always, we are striving to ensure that the business side of ADU runs smoothly. For your convenience, our office manager Chelsea will be here Monday through Thursday to receive tuition payments, collect fees, and to answer questions. She will be in the office during the following times: Monday – Thursday 3-7. **If you need anything, please see Chelsea in the office first** If she can't help you, she will point you in the right direction. Of course, if you need to talk directly to your child's instructor, you are encouraged to leave a message and the teacher will get back with you as soon as possible. If you need further assistance, Directors Alette Chase and Ursula Margolis are available via email or by appointment.

STUDIO RULES:

Studio rules are posted in the studio. We ask that for the safety of the children that all students and parents adhere to these rules. We ask the parents to help enforce the rules when possible. The rules are as follows:

- **NO RUNNING IN THE STUDIO. THIS INCLUDES STUDENTS AND SIBLINGS!**
- **STUDENTS SHOULD NOT ENTER THE STUDIOS UNTIL DIRECTED BY THE INSTRUCTOR**
- **NON-STUDENTS ARE NEVER ALLOWED IN THE STUDIOS EXCEPT DURING SPECIFIED OBSERVATION TIMES**
- **STUDENTS MAY NOT HANG ON THE BALLET BARRES**
- **NO CHEWING GUM**
- **FOOD OR DRINKS ARE ALLOWED IN THE SNACK AREA ONLY**
- **PROPER DRESS IS REQUIRED FOR CLASS**
- **STUDENTS SHOULD NOT BE LEFT UNATTENDED IN LOBBY**
- **SIBLINGS OF STUDENTS MUST BE SUPERVISED AT ALL TIMES AND NEED TO ADHERE TO THE STUDIO RULES**
- **NO BULLYING OR PROFANITY**
- **PARENTS OBSERVATION ALLOWED ONLY ON SPECIFIED DAYS OR AT TEACHER'S DISCRETION**
- **NO TOUCHING OR BANGING ON THE MIRRORS**
- **DO NOT TOUCH OR PLAY WITH THE STEREO EQUIPMENT**
- **NO ONE IS ALLOWED IN OFFICE**
- **NO ONE IS ALLOWED IN PRIVATE OFFICE WITHOUT THE PERMISSION OF ALETTE OR URSULA**
- **DO NOT CALL INSTRUCTORS AT HOME**
- **STUDENTS MUST WAIT INSIDE BUILDING UNTIL THEIR PARENT/RIDE IS PRESENT IN PARKING LOT**

Careful in Parking Lot

Please be careful when exiting the parking lot. We have two exits- one onto Gill Street at back of parking lot and one onto Avenue B. Please be aware of their locations to avoid driving off the curb. Also, please be cautious of students exiting the building.

DRESS CODE:

THE DRESS CODE WILL BE STRICTLY ENFORCED. STUDENTS WHO DO NOT ADHERE TO ALL ASPECTS OF ADU'S DRESS CODE MAY BE ASKED TO LEAVE CLASS.

- Students may wear any color or style of dance clothes (leotard, tights, jazz pants, etc.)
- Students must wear proper dance clothes to class! NO t-shirts, shorts, or baggy street clothes are accepted.
- Pink tights are REQUIRED for all female Junior level and above Ballet classes.
- All female students should wear tights for all classes.
- Students must have their hair pulled up and away from their face in a neat and secure style (i.e. ponytail or bun.) If hair is long enough for a ponytail, then it must be in one. If pony tail is long and interferes with a students dancing then it must be secured.
- Male students may wear exercise attire which includes elastic waist shorts or sweats

CLASS SHOE REQUIREMENTS:

Students must have the appropriate color shoes by April 2018 which is before Picture Day and Recital. All shoes may be purchased at our online site through Curtain Call for Class. You can access this site by visiting our website adudance.com and clicking on the curtain call for class link OR you can go to curtaincallforclass.com/login and use the studio passphrase ADUdance#1 to access the site. You can also purchase tights and dancewear from this website. We are very excited to be able to offer this service to our parents & students as there is no longer a dance supply store in the area. We hope you find it easy and convenient to use.

*Please note that ballet and jazz shoes should fit feet like a glove. Leather shoes will stretch 1/2 a size .For your online ordering convenience we have try on sizes of ballet, jazz & tap shoes available in the office.

BALLET (ALL AGES)

Pink split sole or full sole leather ballet shoes. Capezio is the recommended brand.

JAZZ (ALL AGES)

Capezio slip on jazz shoes. Caramel color style # EJ2 (adult) #EJ2C(child)

TAP (Ages 3, 4/5, 6/7, Junior 1/2/3)

Capezio Mary Jane tap shoe. Caramel color. Style #3800(adult) #3800C(child)

TAP (Intermediate & Senior)

Capezio black leather lace up split sole or full sole tap shoes.

LYRICAL & CONTEMPORARY (Junior 1/2/3, Teen, Intermediate & Senior)

Capezio Foot undeez style # H07(adult) # H07C(child)

ACRO (All ages & levels)

No shoes required. Barefeet only for class.

HIPHOP (Pre hiphop, Junior 1/2/3, Teen, Intermediate & Senior)

Any full heel sneaker, everyday lace up sneaker, or dance sneaker. All hip hop classes will be required to buy shoes that match their costume at a later date.

MALE STUDENTS (all ages/levels)

Black ballet shoes, Black slip on jazz shoes, Black lace up tap shoes

DANCE COMPANY (all levels)

Shoes to be determined depending on costume choices.

TUITION: Tuition may be placed in the tuition box in the lobby, at the window, or online. Please always get a receipt for cash payments. Always write your dancer's name on the memo line of the check so that the money is credited to the proper account.

- Tuition is due on the first day of each month. All tuition must be paid by the 10th of the month.
- Tuition received after the 10th of the month will have a \$10.00 late fee added to the students account.
- A \$25.00 service charge will be issued for checks returned due to Non-Sufficient Funds.
- Tuition is due regardless of number of classes missed by the student.
- Tuition is based on a yearly fee that is divided into monthly payments. Some months will have more classes than others due to calendar fluctuations. The same amount of tuition is due each month regardless of the number of lessons.
- Tuition can be paid by cash, check, or credit card (Visa, MasterCard & Discover)

For your convenience, A.D.U. accepts Visa, MasterCard, as well as check or cash. We hope these options will make paying your monthly tuition and fees easier. **MANAGE YOUR ACCOUNT ONLINE! AVOID LATE FEES – SIGN UP FOR AUTOMATIC BILL PAY OR AUTOMATIC TUITION PAY! SEE CHELSEA IN THE OFFICE FOR DETAILS.**

PLEASE NOTE* THERE IS A 3.75% SERVICE FEE AUTOMATICALLY ADDED TO ALL CREDIT CARD TRANSACTIONS.**

COSTUME DEPOSIT POLICY

Parents will make two deposits before costumes are ordered. We will require a deposit of \$30.00 per costume due by September 22nd. Another deposit of \$30.00 per costume will be required by November 10th. Costume deposits are non-refundable and costumes will not be ordered until both deposits have been made. The balance on all costumes will be due February 9th. Hopefully parents will have a very minimal balance due in February. Students will not receive their costumes until the balance has been paid and tuition is up to date.

OTHER FEES....

By May 1st, 2018 a Recital fee will be due. The fee usually ranges between \$30-\$50.

Also, any student who participates in the Christmas parade must have or purchase an Artistic Dance Unlimited Sweat suit. The parade is not mandatory for regular students. Reminders for these additional fees will be given in the monthly newsletters, on the bulletin board in the lobby, and online. We also take orders for ADU apparel and dance bags. Apparel and bag orders are optional.

PARENT OBSERVATION:

There will be two parent observation days scheduled. The first one will be before Christmas break. The second will be in the Spring when the costumes are ready to be handed out. Reminders of these two dates will be given to parents. The studio doors will be kept closed on a regular basis as an open door causes many distractions (especially for young dancers.) Occasionally, when we are working on recital choreography the teacher may open the door the last 5 or 10 minutes of class to give the parents a little peek at their student's hard work. Closed circuit cameras in all studios will allow parents to observe classes on the TV screen in the lobby. This is a wonderful way to keep track of your child's progress in class. We ask that parents use discretion when viewing their child's class. If your child is not behaving appropriately, we ask that you let the instructor handle the situation in class. Please **DO NOT DISTURB** a class while it is in progress. When necessary, the instructor will inform you of any problems that occur in class.

ATTENDANCE POLICY:

Attending classes regularly is necessary for dancers to progress their dancing ability. Excessive absences interrupt the learning process. Tuition is due regardless of number of classes a student misses. There will be no make-up classes or refunds offered for classes missed by student. In the event a class is cancelled due to inclement weather or absence of instructor, a make-up lesson will be offered. Thank you for making every effort to have your children in class each week.

INCLEMENT WEATHER:

In the case of inclement weather, please call the studio. We will leave a message regarding closing by 2:00pm. Notification emails will be sent and the information will be posted on Facebook and Twitter. The studio may not necessarily close when the school systems close if the weather has shown improvement throughout the day. Any classes missed for inclement weather will be made up in the spring months.

HOLIDAYS AND STUDIO CLOSINGS- The studio will be closed for the following breaks and holidays.(the studio does not close for any other federal holidays)

LABOR DAY— MON. SEPTEMBER 4th, 2017

FALL BREAK— MON. OCTOBER 9th THROUGH FRI. OCTOBER 13th, 2017

THANKSGIVING— WED. NOVEMBER 22nd THROUGH SUN. NOVEMBER 26th, 2017

**CHRISTMAS— FRI. DECEMBER 22ND, 2017 THROUGH FRI. JANUARY 5th, 2018
(CLASSES RESUME ON MONDAY JAN 8th, 2018)**

SPRING BREAK— MON. MARCH 12th THROUGH FRI. MARCH 16th 2018

MARK YOUR CALENDARS FOR THESE VERY IMPORTANT DATES:

***THERE WILL BE TWO PARENT OBSERVATION WEEKS:
DECEMBER 18th-21st, 2017 AND APRIL 9th-12th, 2018
PICTURE WEEK: APRIL 23rd-26th, 2018***

**THE DANCE RECITAL WILL BE HELD FRI. JUNE 1st AND SAT. JUNE 2nd, 2018.
MANDATORY DRESS REHEARSAL WILL BE FRIDAY JUNE 1st & SAT JUNE 2nd
DURING THE MORNING AND AFTERNOON.**

**Anyone not participating in the recital must give written notice by
December 1st, 2017 in order to avoid final costume fees.**

Lockers~

Lockers are available for rent on a first come, first served, seniority basis. The fee for locker rental is \$30 for the year. Locker signups will begin August 8th. You must sign up and pay rental fee before locker can be assigned. Locker assignments will begin with Senior and Inter. level students. You must provide your own combination lock (no key locks please). Combinations will be given to the Office Manager and kept in a secure location.

**** Please go to your account online to verify the classes your child has been confirmed in. Please review the confirmation and let the office manager know if there are any changes that need to be made.**

Introducing your instructors...

Directors Alette Chase and Ursula Margolis are thankful to have Megan Galbraith, Dana Gizzi, Lisa Clearman, Amanda Bolli, and Hilary Barrett, and Lindsey Stratton returning this year. We would also like to welcome our NEW instructors Emily Taylor, Faythe Anderson, Charli Whaley, Sierra Howard and Marklee Cook!

All of our instructors are very excited to share their love of dance with our ADU dancers this year. We are looking forward to a wonderful year! To read more about our instructors, you can find their biographies at adudance.com.

THANK YOU TO ALL OF THE PARENTS, GRANDPARENTS, AND STUDENTS FOR CHOOSING ARTISTIC DANCE UNLIMITED FOR YOUR DANCE TRAINING. WE APPRECIATE THE OPPORTUNITY TO SHARE OUR LOVE FOR THE ART OF DANCE.