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Dear Dance Students and Parents,

*Welcome to our 18th year of dance at A Dancer's Reflection. For those who are joining us for the first time, I extend a special greeting to you and your family. The following pages are a series of steps for you to follow to help guide you through the dance year. Please take time to review this information along with all of the handouts included in your registration folder. **Please keep this and all the items in the folder to refer to throughout the year.***

As in our previous years, we are dedicated to providing you superb customer service through access to our online "Parent Portal" for 24 hour account information, an up-to-date web site, fast email responses to your questions, dancewear sales, and so much more!

***Please mark the important dates listed below on your calendars.** I hope you find this information helpful. If I or my staff may assist you and your family in any way, please let me know.*

Sincerely,

Becky O'Donnell

Important Dates 2023-2024

September 7 (Thursday)	Classes begin
October 26 (Thursday)	No Class, Trick-or-Treat (in some communities ie: Pleasantville)
October 31 (Tuesday)	No Class, Trick-or-Treat (Titusville)
November 22 – Nov. 27	No Class, Thanksgiving Break (Classes resume on Tuesday, Nov. 28)
December 20 - Jan. 2	No Class, Christmas Break (Classes resume on Wednesday, Jan. 3)
March 27 - April 2	No Class, Easter Break (Classes resume on Wednesday, April 3)
April 27 and April 29	Recital Ticket Sales
April 25, April 29, 30 & May 1	Group and Individual Pictures for Recital 2 (older dancers). During class times.
April 28 (Sunday)	Group and Individual Pictures for Recital 1 (younger dancers)
May 16	Last day of classes
May 19	Venue Tour for Recital 1 (younger dancers)
May 20 and 21	Recital 1
May 22	Recital 2 Dress Rehearsal
May 23 and 24	Recital 2

"Dance As If No One Were Watching"

Step 1: Registration

What classes to take:

A class schedule and class descriptions have been included in your registration folder. We determine the appropriate classes based on the student's age and ability. Your child's level may be adjusted during the dance year (based on the teacher's suggestion) to find the best fit.

For returning students: Please speak with Becky O'Donnell, and she will identify the classes being offered to you. **Please keep in mind that class rosters are not set until the 3rd week of classes. This means that a student's level may be changed during that time if he/she demonstrates ability above or below the initial placement.**

For new students ages 3 through 2nd grade: Your class placement is determined primarily by grade in school. Please speak with Becky O'Donnell, and she will identify the appropriate classes for you.

For new students 3rd grade and up: Your class placement is determined by grade in school and ability. Please speak with Becky O'Donnell about your interests.

After receiving a list of classes offered to you, take some time to determine which of the identified classes will suit your needs and then fill out the family registration form.

Some considerations to keep in mind while deciding on which classes to choose:

- Ballet is **highly recommended** for **all** students because it is the foundation for all forms of dance.
- Ballet is **required** for students taking Intermediate Jazz/Hip Hop 1-4.
- Ballet or Jazz is **required** for all students taking Lyrical
- All pointe students are **required** to take 2 ballet classes. Ballet technique can be considered one of the classes.
- Tap is one of the most challenging styles to "catch up" in. If you have any interest in tap, we recommend starting when you're young. If you're 3rd grade or older and interested in starting tap, we'll recommend attending more than one class each week. This extra class would be the same level or below. There would be no charge for the extra class.
- Acro and Theatrical students are **required** to take one additional class. That must be a class other than Acro or Theatrical.
- Acro technique is **required** for students taking Acro. Acro Technique can be taken alone, if you don't wish to perform in Acro.

How long do I take classes?: Our dance year runs from September through May. That's 32 weeks of dance! We expect our students to continue all of the classes they registered for during this time. Our teachers progress students each week by improving on their technique and teaching them new steps, movements, and choreography. Because of this format, it is highly important that students begin classes at the same time we do (September 7). We accept new students on a very limited basis through October. No new students are accepted after Nov. 1st.

How much do I pay?: Next you will proceed to the payment table with your completed form. A staff member will determine your tuition amount based on the number of hours your family will be taking class per week. Tuition is based on the entire dance year (32 classes). A monthly tuition fee schedule is included in your registration folder. You may pay the total tuition for the entire year, ½ of the total now and ½ by Feb.1st, or 1 month's payment. A registration fee also will be collected at this time; \$20 for 1 student, \$35 for 2 students, \$45 for a family. Cash, checks are accepted, or you may use a credit card. Please make checks payable to "A Dancer's Reflection". Payment of the registration fee and at least one month's tuition is required to reserve your spot in class. No exceptions!

Additional Opportunities:

Music lessons: Private lessons are available in piano, guitar, and voice. Lessons are attended weekly for 30 min, 45 min. or 1 hour. The cost of lessons is determined by the instructor. If interested in music lessons, you contact the instructors directly. Mariah McDaniel at dancingwithmariah@gmail.com or Sonia Neu at sonia.j.neu@gmail.com.

Step 2: What to Wear

The studio has a specific dress code that must be followed. Dressing appropriately demonstrates respect for the art of dance and its traditions. Proper attire allows our teachers to see your student's positions and body lines more fully, allowing for more precise instruction. If a teacher feels a student is not following the rules, the teacher will speak with the student and if not corrected, a parent will be notified.

A copy of the dress code is included in your registration folder. After you have registered for classes, refer to the dress code for the appropriate attire needed for each class. To assist you with acquiring your dance attire, a dancewear store is set up in the studio most months. We have a large quantity of in-stock items and can order anything we do not have. The pricing we offer is very reasonable and will often be less than what you will find in retail stores. If you need shoes or tights between sales, please notify Ann at adancersrefleciton@adancersreflection.com, and she will arrange to meet you.

Step 3: Come to Class!

Class schedule: Every class is held once per week with the exception of holiday breaks. The studio does **NOT** follow the TASP calendar! We are only on vacation for the days listed on the front of this letter.

Class cancellations: If the entire studio will be closed due to inclement weather, a message will be placed on the studio answering machine by 2:30 pm (827-2859), a message will be placed on the studio website, and if you have registered for the REMIND, one-way text and/or email service from the studio, you will receive a message that way. You will **NOT** receive a phone call!! If specific classes are cancelled due to instructor illness, etc, you will receive a phone call, text message, and/or email.

What to bring: Carry your dance shoes into the studio. You should never wear your dance shoes outside! Bring a water bottle. If possible, have your dance clothes on when you arrive so all you have to do is take off coats, sweats, etc and you are ready to go!

Arrival: Do not expect the studio to be open earlier than 15 minutes before the start of class. Our staff is very busy during the day and are not expected to arrive until 15 minutes prior to their classes. Parents, please do not drop your child off along the street, unless you are sure the doors are unlocked. Upon arrival, prepare yourself for class by being sure you are dressed appropriately and pulling your hair up. Be sure all of your belongings are gathered together in a closed bag. Do not leave bags in the middle of the waiting area! **Don't forget to use the restroom!!**

Attendance: Regular attendance is very important. No refunds will be given for missed class.** For the benefit of the instructors, if you're going to miss class, please let us know ahead of time. **Do this by calling the studio before 3:30 on the day of your class. 814-827-2859.** Please leave a message on the answering machine. **Please don't email**, because the email may not be seen prior to the class. There won't be refunds for missed classes; however, missed classes may be made up by attending a class in the same level or a level below. Students in Intermediate level 4 or above may come to a ballet technique class for make-ups as well. When you come to the studio to make-up a class, tell the teacher you are going to participate in their class as a make-up. **Attention Pointe students:** For the safety of our dancers, unless approved in advance by your instructor, failure to attend ballet technique will result in your inability to attend pointe class that day.

****Missed classes due to an extended illness or injury:** Tuition refunds for extended illness or injury will be made, if two or more weeks of classes are missed. The dancer must have been seen by a doctor or therapist and advised that they shouldn't participate in dance. Ann must be notified via the studio email, as soon as possible, of the illness or injury. TELLING THE INSTRUCTOR IS NOT SUFFICIENT. Ann needs to know the date of onset of the illness or injury and the plan for return to class. No credit will be given for class, if Ann isn't notified.

Rules: While in class, please listen to your teacher and follow the studio rules (included in your folder). All we ask is that you give your best effort every class! If a teacher feels a student is not following the rules, the student will receive a warning and may be asked to "sit-out" if not corrected for subsequent classes. Teachers will communicate with parents regarding poor behavior that has not been corrected.

Parents: Parents of Creative Movement and Combo Kids are welcome to remain in the waiting area during your child's class. Parents are NOT REQUIRED to stay! We will make sure your child is safe during class. If your child has more than one class, the instructors can assist them in changing their shoes as necessary. We have student helpers for all of our classes from Creative Movement through Dance Fusion 3 and Tap 3, who will assist your child with shoes, going to the bathroom, etc. If you have a specific reason to watch your child, please speak with your child's instructor, and they may grant you permission to do so.

Dropping Classes: If a student wishes to drop a class, a parent/guardian must send an email or letter to the studio. It is not acceptable to only tell the instructor! The email or letter must be received at least 2 weeks before the next tuition payment is due. Otherwise, your account will continue to be charged and there will be no refunds. **Anyone dropping a class after December 1st will still be responsible for costume payments in full.** At this point in the year, Becky has ordered and paid in full for all costumes!

Step 4: Payments

Tuition: If you choose to pay monthly, you will make 8 payments during the dance year. The first payment is due at registration. **Payments 2-8 are due during the first week of each month, October through April.** (The due dates allow you drop off your payment at the studio during your first day of dance each month.) You will NOT make a monthly payment in May. Each family will receive an invoice via **email approximately the 25th of each month for the following month's tuition.** The email subject will read "Invoice (number) from A Dancer's Reflection". Open the email and click on the link provided to view your invoice. You will have an option to print the invoice, download a copy of your invoice, or make a payment. If you choose "make a payment" you will be able to choose the amount you want to pay towards your account. The studio will automatically be notified of your payment. You also may place a check or cash marked with your student's name(s) in the payment drop box inside the studio. Payments also can be mailed to the studio's PO box address. Checks should be made payable to "A Dancer's Reflection". **Payments are expected on time. Families with overdue accounts may be asked to discontinue classes until payments are caught up or may be dropped from classes to make room for someone on the waiting list. If you are having trouble making a payment, please communicate with Ann via the studio email, so payment arrangements can be made.**

Costumes: To assist families with budgeting, we divide costume fees into 4 payments. The first costume payment will be due with month #2 tuition. The amount invoiced will be \$15 per class. The 2nd costume payment will be due with month #4 tuition. It will also be \$15 per class. The 3rd costume payment will be due with month #6 tuition. The amount of the invoice will be \$15, or whatever the costume balance is if it's less than \$15. If any balance remains after the 3rd payment, the 4th and final costume payment will be due with month #8 tuition. **Anyone dropping a class after December 1st will still be responsible for costume payments in full.** At this point in the year, Becky has ordered and paid in full for all costumes!

Recital Fee: There is a \$6/dancer (Maximum of \$18/family) that will be charged on the month #7 tuition invoice. This covers shipping and taxes of costumes.

All balances must be paid to receive costumes, purchase tickets, or participate in the recital.

Step 5: Stay Connected and Informed

Email: The studio's primary method of communication is through **email**. We highly suggest providing us with an email address and checking it frequently. If you aren't receiving emails, check your "junk" mail to be sure the mass mailings aren't being directed there by your email carrier. Making "A Dancer's Reflection" a contact in your email, may help prevent our emails going to your junk mail. We send class cancellations, announcements, numerous reminders, and your monthly invoice through email. **The studio website** is used to post announcements, class cancellations, clothing order forms, recital information, etc. Often studio emails will direct you to documents on our website. **We also post signs in the studio** reminding families of upcoming breaks, clothing orders, etc. Also the **studio Facebook page** is a good source of current information regarding the studio.

Phone: The studio is not open until classes start in the afternoon and teachers will not answer the phone during classes. If you would like to speak with me or one of my staff, please call the studio and leave a message. We will return your call. **The best source of communication is via email.**

REMIND: REMIND is a one-way text messaging and email system. The messages are short and will be delivered very quickly to you. This will be used in situations where we want to get a quick message to you. **You must be registered to receive the messages.** We highly recommend that you register. There is a page in your folder explaining the procedure to register for REMIND.

Parent Portal: We have an online accounting system that allows you to logon to your personal account and view your account balance, previous payments, etc. You can make a payment anytime. Please see the "Parent Portal" flyer in your registration folder for more information. You can also update your contact information.

Facebook "Like" us to receive the most up-to-date announcements and reminders.

Step 6: Fundraisers

ADR Boosters, a parent lead booster group, organizes fundraisers to help pay for tuition and recital costumes. Several fundraisers will be available throughout the dance year. These fundraisers are optional. All the money you earn will go towards your child's account. Fundraising opportunities will be posted in the studio. Nicole McQuiston is in charge of all fundraising activities. Please see the letter regards fundraising in your registration folder. All checks for the fundraisers should be made out to "A Dancer's Reflection."

Step 7: Recital preparation

Dance: The dance instructors will choose music for and choreograph a dance for each class (Ballet Technique, Acro Technique, Pre-Pointe and Beginner/Intermediate Adult Tap classes do not perform in the recital). Your class will begin learning a dance routine in January. You will build upon your dance each week in preparation for the performance.

Senior Performance: All seniors are invited to perform as part of a group dance in which you will have the option of being a "featured soloist". Please ask Becky for requirement information.

Costumes: The dance instructors will choose the costumes for each class. In November each student will be measured for costumes by a studio staff member. As described in the payment section of this letter, costume fees will be divided into 4 payments. Costumes will be distributed when the majority of them have arrived, usually mid-April. You will not receive your costumes if you have an outstanding balance on your account.

Tights: Your teacher will tell you what color and type of tights should be worn with your costume. It is your responsibility to have the correct tights. We suggest you purchase them through our studio dancewear store, so that the color is correct.

Recital Tickets: Ticket sales will take place at the studio on **Saturday and Monday, April 27th and 29th**. The number of tickets purchased is limited per family. The number will be determined and told to you in March. Tickets are reserved seats. No one will be permitted to purchase tickets for other dance families. If you cannot attend ticket sales, ticket request forms will be available. Requests are filled after ticket sales are over in the order they are received.

Pictures: Recital pictures will be taken at the studio. You are not obligated to purchase any pictures, but all students are expected to attend to be in the class group picture. Picture orders will be placed on the day they are taken.

Step 8: Recital Dress Rehearsals and Performances

The studio holds two dance recitals. Recital 1 is for our youngest dancers. They will have an optional “tour” of the dressing rooms, auditorium, and stage. They will then have 2 performances. Recital 2 is for our older dancers. They will have 1 dress rehearsal followed by 2 performances.

When and where: All rehearsals and performances are in Colestock Auditorium at Titusville High School.

Sunday May 19th: optional “tour” of dressing rooms, auditorium, and stage for **Recital 1** (all students in Creative Movement, Combo Kids, Dance Fusion 1,2 & 3, and Tap 1, 2 &3, Beginner Acro)

Monday May 20th and Tuesday May 21st: **Recital 1 performance begins at 6:00 pm**

Wednesday May 22nd: dress rehearsal for **Recital 2** (all other students) **Start time is 4:30**

Thursday May 23rd and Friday May 24th: **Recital 2 performance begins at 7:00 pm**

Length of performances: Recital 1 performances will last approximately 2.5 hours.

Recital 2 performances will last approximately 3 hours.

Video: Both recitals are professionally video recorded. Digital Downloads may be purchased. You will be able to order the download at ticket sales or directly from Keepsake Video.