

TAPNARTS dance studio

2011 - 2012 STUDENT HANDBOOK

Online: tapnarts.com

E-mail: info@tapnarts.com

Phone: 717.652.1476

Studio: 6003 Old Jonestown Road, Harrisburg, PA 17112

Mailing Address: 4439 Mars Avenue, Harrisburg, PA 17112

The policies, procedures and fees in this student handbook are subject to change at any time without prior notice.
Stay tuned to our Website, tapnarts.com, for all current and future updated policies, procedures and fees.

Welcome to the Tap 'n Arts Dance Studio, of Harrisburg, PA.

We've provided over 21 years of dance training in Tap, Jazz, Ballet, Pointe, Hip-Hop and Musical Theatre to students of all ages and levels. We also offer classes in Triple Threat, Zumba fitness and Acting. We strive to help students learn proper technique, gain confidence and lasting friendships in a nurturing, noncompetitive environment. We enjoy giving students the opportunity to be creative, original and express themselves through the art of dance.

Most of our classes begin at the age of two and continue through high school graduation. For our youngest students, who haven't determined which foundation dance style to focus, we offer Triple Threat - our Tap, Jazz and Ballet combination classes. For our adult students, we offer Tap, Hip-Hop and Zumba® classes that are so much fun they don't realize they're exercising.

Classes Offered

- **Tap** - A structured form of motion that produces a lively, rhythmic sound by the dancer's shoes.
- **Jazz** - A structured form of exaggerated motion with influences of ballet techniques, commonly used in Broadway shows.
- **Ballet** - A structured form of classical dance characterized by the grace and precision of movement and elaborates formal gestures, steps and poses.
- **Hip-Hop** - A freestyle form of modern dance that is usually accompanied by Rap, R&B or Pop music and performed with a high level of energy and attitude.
- **Musical Theatre** - A modern style of Jazz dance most notably seen in Broadway shows such as Oklahoma, West Side Story, Sound of Music, Cats, Cabaret, Chicago, All That Jazz and more.
- **Triple Threat** - A combination sampler class consisting of equal amounts of Ballet, Jazz and Tap that is geared toward our youngest students.
- **Zumba®** - A fusion of hypnotic Latin and International rhythms with easy to follow moves to create a dynamic, exciting and effective fitness program. This class is for adults only.
- **Acting** - Our Acting class will teach students improvisation, character study, team building, how to perform on stage and more. Unlike Musical Theatre, our Acting class does not contain any dance instruction.

Class Levels

Our class levels are based on both age and ability. Students not meeting minimum class level requirements will remain in their current class or placed in a lower level. If the enrollment quota is not met for a particular class, it may be combined with another level class - only for that particular dance season.

Please Note: All Advanced level classes (including Pointe), as well as all showcases and/or competitions, are by invitation only and at the sole discretion of the Director.

Registration

There is a non-refundable registration fee of \$25 per student or \$40 per family. This fee is collected upon registration.

Tuition

Our monthly tuition is:

- \$35 per month for each 45 or 60 minute class
- \$45 per month for each 90 minute class

Classes or Family Members	One	Two	Three	Four	Five	Six +
Discount	0	\$8	\$15	\$24	\$35	\$60+
Monthly Tuition	\$35	\$62	\$90	\$116	\$140	\$150

Tuition payments are due the first class of each

month and are the same regardless of the amount of weeks per month. All classes are held once a week.

Discounts

We offer a per class, or family member, discount on monthly tuition. For example, if your student takes one class monthly tuition is \$35, two classes \$62 (\$8 discount), three classes \$90 (\$15 discount), four classes \$116 (\$24 discount) and five classes \$140 (\$35 discount). There is a maximum monthly tuition of \$150 (minimum \$60 discount) for any family taking six classes or more.

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Costumes

- Each costume is \$65 per baby- or toddler-size
- Each costume is \$80 per child-size
- Each costume is \$90 per teen- or adult-size

Size	October	November	December
Baby/Toddler	\$25 each	\$20 each	\$20 each
Children	\$30 each	\$30 each	\$20 each
Teen/Adult	\$30 each	\$30 each	\$30 each

Costume payments are due the first class of the month during October, November and December. Each student is responsible for purchasing a costume for each routine they perform in our annual dance show. Each class performs a minimum of one routine. All costume fees are non-refundable and must be paid in full before receiving their costume. Shoes and tights are not included in the cost of costumes. Every class, including Hip-Hop, is assigned proper dance shoes which **must** be purchased from the studio.

Keepsake Program Booklet Advertisements / Performance Fee

Every student is required to raise a minimum of \$50, and every faculty assistant \$100, worth of advertisements for our annual dance show keepsake program booklet. Ads can be purchased by individuals such as parents, friends or family members; as well as businesses, companies or organizations. Having a business purchase an ad could help off-set, or even eliminate, the out-of-pocket expense to our student's parents. If your student is unable to sell enough ads, please submit an equivalent supplemental Performance Fee or they will not be permitted to participate in our annual dance show, Steppin' Out.

Payments

Make all studio-related checks payable to: Tap 'n Arts

Payments can be made at the studio office or by mail to...

Tap 'n Arts, c/o Kristin F. Petrou, 4439 Mars Avenue, Harrisburg, PA 17112

Fees

- **\$5 per class late fee** for all tuition payments received after the 15th of each month
- **\$25 minimum fee** for each check returned for insufficient funds

Please Note: **All tuition payments are due the first class of each month.** After the 15th of each month, all tuition payments are considered late - no exceptions. If a student enrolls after January 1st, a minimum charge of \$25 will be applied to the total of each costume (charges may vary by costume and date ordered).

Refunds

All registration, tuition, costumes, shoes, advertisements, tickets or convention/competition fees and registrations are non-refundable and non-proratable.

Class Enrollment

Since class sizes are limited - we encourage everyone to register their student as soon as possible. Enrollment is accepted on a first come, first served basis. If the enrollment quota is not met for a particular class, it may be cancelled, or combined, with another level class. Although students may enroll after January 31st, they may not be permitted to perform in our annual dance show without the approval of the Director.

Dress Code

Wearing proper dance attire and shoes is very important for the safety, protection and uniformity of our students. Proper dance attire must be worn during class such as dance pants, shorts, tights and tops; as well as camisoles, capris, crop pants, fitted t-shirts, gauchos, jazz pants, leggings, leotards, past/present dance costumes, spaghetti tanks, tank tops and unitards. If knees are exposed, all Hip-Hop students must wear knee pads. Absolutely no jeans, denim, street and non-dance attire, or shoes/sneakers/boots, are permitted to be worn during class. **Every class, including Hip-Hop, is assigned proper dance shoes which must be purchased from the studio and worn during all classes, conventions, competitions, performances or shows.** Any student, including faculty assistants, not wearing the proper attire or shoes will be asked to sit out and watch the class or event.

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Attendance

All students, including faculty assistants, should be on time for their class and maintain good attendance. If late, or absent, please call the studio office (717-652-1476) as soon as possible. All classes missed by students are optional for make-up in an equal, or lower-level, class. Students, including faculty assistants, who continually miss class may not be permitted to perform in our annual dance show without the approval of the Director.

Class Withdrawal

We understand issues arise that may require a student to withdraw from class. If this would occur, we require a written notice two weeks prior to their anticipated last class. If a written notice is not received, tuition will continue to be billed until one is received. All tuition and costume fees are non-refundable and must be paid in full by their anticipated last class - if not, tuition will continue to be billed until final payment is received.

We reserve the right to withdraw a student from class in the event that:

- they exhibit unsafe behavior toward themselves, our students, Instructors, staff and all family members
- they use foul language or negative behavior around our students, Instructors, staff and all family members
- they continuously fail to follow directions from an Instructor or staff member
- they are more than two months behind in their tuition or costume payments
- a family member creates a negative scene for our students, Instructors, staff and all family members
- a family member refuses to cooperate with the guidelines set forth by the Tap 'n Arts Dance Studio

Closed Studio

We follow the Central Dauphin school district operating schedule for closings and early dismissals due to inclement weather. Make-up classes may be added in increments to the existing class over a prolonged period of time. All classes missed due to inclement weather will be made up at the sole discretion of the Director. Classes missed due to extreme weather conditions, over multiple days, are optional for make-up in an equal or lower-level class.

Contact Information

For the safety and security of our students, please keep all parental and student contact information (name of parent or primary contact, home address, e-mail address and phone numbers), on your registration form up-to-date. This will help us contact the parents of the student, as soon as possible, if an emergency would happen to occur. This will also help us keep parents informed of any information they may have not received regarding the studio.

Student Pick-up

We ask all students to be picked up immediately after their last class. If your student's ride is running late, please have them call the studio office (717-652-1476) immediately. Students who are continually picked up late will each be charged a \$3 per minute "babysitting" fee after the first 15 minutes.

Class Observation

For the safety and security of our students, all classes are closed. Class observers, including family members, also tend to be distracting - especially to our youngest students. Only students, instructors and faculty members are permitted in the dance studio rooms during class without the permission of the Director.

Potential students, and/or parents, are permitted to observe one class for a very limited amount of time and at the sole discretion of the Director. All observers, including family members, must remain quiet and not become a distraction to our students or Instructors. If an observer becomes a distraction, they will be asked to leave immediately.

Liability

All students are required to have a Release and Waiver of Liability form signed in order to participate in any class or studio related activity. All students are required to be covered by their own, or family member's, insurance. If an injury would occur during class, or any studio related activity (i.e. conventions, competitions, performances, shows, traveling, etc.), the student and their family are solely responsible for all medical costs and/or damages. All student participation is at their own risk.

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Food & Drink

Absolutely no food, candy, gum or drink is permitted in the dance studio rooms at any time - only clear resealable bottled water.

Foul Language & Negative Behavior

Everyone in the studio, office or building property should be polite and respectful at all times. There should be absolutely no use of foul or negative language or behavior towards anyone.

Mobile Devices

Students are not permitted to bring any mobile device (i.e. mobile phones, laptops, tablets, etc.) in the dance studio rooms at any time. If these devices are audible or used during class, they will be confiscated and available pick-up in the studio office after class.

Photos, Videos & Quotes

By registering your student, you have given us permission to use photographs, audio and/or video of your student in any medium (print, web, audio, video, radio and/or television) to advertise, market and/or promote the studio.

Conventions, Competitions & Performances

In order for your student to be registered for any convention, competition or performance (i.e. The Pulse, West Coast Dance Explosion, Monsters of Hip-Hop, etc.), all registration fees must be paid in full prior to the predetermined registration date - no exceptions.

All students, parents or legal guardians attending any conventions, competitions or performances are responsible for all travel, food and lodging arrangements and expenses. The studio and faculty are not responsible for making any travel, food or lodging arrangement for any student, parent or legal guardian. Therefore, every student under the age of 18 must be accompanied by at least one of their parents or legal guardians.

Tech Rehearsal

Tech rehearsals for our annual dance show, Steppin' Out, will be held in the Forum Building Auditorium. Other than "baby" level classes, every performance in the show is scheduled at least one practice during a tech rehearsal. It gives your student, and our instructors, the opportunity to adjust from performing in the studio rooms to the much larger Forum stage. It also gives our stage crew the opportunity to work out the necessary lighting, music, videography and backstage direction.

Backstage Parents

We will be in search of parents to help backstage during both dress rehearsal and our annual dance show, Steppin' Out. Information will be distributed and forms will need to be filled-out and returned by anyone interested in volunteering prior to our mandatory meeting.

Dress Rehearsal

Dress rehearsal for our annual dance show, Steppin' Out, will be held in the Forum Building Auditorium. Other than backstage parents, and those who purchased Steppin' Behind the Scenes passes, our mandatory dress rehearsal is closed to the public. It not only gives our students the opportunity to practice on the Forum stage in full costume, it also gives them the opportunity to watch the show from the Forum auditorium.

Steppin' Behind the Scenes

A limited supply of Steppin' Out: Behind the Scenes passes will be sold for \$20 per person. Those with passes have the unique opportunity to take non-flash photography and video record their student performing during dress rehearsal.

Students are not permitted to sit with their family members until completing all of their performances. Any family member causing a distraction to our students, instructors or staff will be asked to leave the auditorium immediately.

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Annual Dance Show: Steppin' Out

Our annual dance show, Steppin' Out, will be held in the Forum Building Auditorium. Doors open at approx. 5:15 p.m. and the show will begin at 6:00 p.m. Tickets are \$10 in advance and \$15 at the door. Performing in our dance show is a privilege and permitted only at the sole discretion of the Director. Any students, including Faculty assistant, who continually miss class, do not know their dance routine(s), have unpaid tuition, costume, advertisement and/or performance fee payments may not be permitted to perform in our annual dance show.

For their safety and security, we ask all students to stay in their assigned dressing rooms when not performing. All "baby" level students performing in Act I will be released, to a parent or legal guardian, during the first intermission. The remainder of students will be dismissed after final bows. Stay tuned for more information closer to the show.

Event Calendar

September 2011

- 09/06 - Dance season begins
- 09/06 - Tuition due first week of class

October 2011

- 10/01 - Tuition and costume payments due first week of class
- 10/17 - Friendship Week begins
- 10/22 - Friendship Week ends
- 10/27 - Trick-or-Treat: studio closed

November 2011

- 11/01 - Tuition and costume payments due first week of class
- 11/24 - Thanksgiving: studio closed
- 11/29 - Thanksgiving: studio re-opens

December 2011

- 12/01 - Tuition and costume payments due first week of class
- 12/24 - Holiday: studio closed

January 2012

- 01/01 - Tuition due first week of class
- 01/02 - Holiday: studio re-opens

February 2012

- 02/01 - Tuition due first week of class

March 2012

- 03/01 - Tuition due first week of class
- 03/01 - Ads for program booklet begins
- 03/30 - Early bird registration begins
- 03/30 - Picture Day
- 03/31 - Picture Day

April 2012

- 04/01 - Tuition due first week of class
- 04/18 - Picture Pick-up Day
- 04/30 - Ads for program booklet ends and are due

May 2012

- 05/01 - Tuition due first week of class
- 05/25 - Tech Rehearsal: Steppin' Out '12
- 05/29 - Tech Rehearsal: Steppin' Out '12

June 2012

- 06/01 - Early bird registration ends
- 06/01 - Dress Rehearsal: Steppin' Out '12
- 06/02 - Dance Show: Steppin' Out '12

Dates may change at any time. Stay tuned to tapnarts.com for updates.

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