

— WELCOME —

Exclusively Ballet & Dance would like to welcome all of our previous students back for another year of dance. We would also like to extend a special welcome to all the new students. We are looking forward to having a fun and exciting learning experience in this, our 18th year. We are so glad to be sharing the coming year with all of you and hope we can make it an enjoyable experience for all. This handbook is designed to explain all the requirements and provide useful information for the
Fall 2009-2010 Dance Season.

If you have more questions, please contact the office. We will be glad to help you.
Welcome to the Exclusively Ballet and Dance Family!

— STAFF —

The staff of Exclusively Ballet & Dance believes that their job is very important and their responsibilities are taken very seriously.
We strive to give each student personal attention, encouragement and motivation with which to build a strong self-esteem.
Staff Bios and Pictures are available for you to view on the wall outside of the office.

— IMPORTANT DATES —

August 1, 2009	Open House & Open Registration: 10:00 a.m. - 2:00 p.m.
August 17, 2009	Fall Classes Begin
September 7, 2009	Closed for Labor Day
September 8-11, 2009	“Bring-A-Friend” to Class Week!
October 1, 2009	No class changes or refunds for costumes issued after this day. NO EXCEPTIONS. If your student has missed any classes please confirm they have been measured.
October 1, 2009	Students doing solo/duet/trio turned in agreement. NO EXCEPTIONS.
October 29, 2009	Solo, Duet, Trio Costumes must be selected by student and instructor and okayed by Monica, balance on costume due.
November 25-29, 2009	Closed -Thanksgiving Holiday
December 14-17, 2009	Open House/Parent Viewing Week
December 21-January 5	Closed - Winter Holidays
January 18, 2010	Closed - Martin Luther King Day
February 15, 2010	CLASSES WILL BE HELD (Area schools closed)
March 15-19, 2010	Closed - Spring Break
March 22-25, 2010	Picture Week
May 14, 2010	Dress Rehearsal for Recital (see last section for details)
May 14-16, 2010	Recital (see last section for details)

Please note these dates are set during the summer. Any additional information will be provided via email, studio calendar and or our website.

In the case of inclement weather that requires studio closing, the office will send out an e-mail and will also put an outgoing message on the answering machine. (Please note we do not take off day's area schools reserve to have off if there is no inclement weather days needed.)
***Please mark your calendars with these dates. Exclusively Ballet generally follows the Shelby County School System's holiday & inclement weather schedule. We do not close for days such as teacher workdays, etc. If you are unsure, please check our on-line or studio calendars or call the office.

———— TUITION SCHEDULE ————

Exclusively Ballet and Dance **DOES NOT SEND STATEMENTS**, unless tuition is late. Tuition is due the first day of each month. As a courtesy to the parents, we allow until the 10th of each month for payments to be received before adding a \$20 late fee to tuition for the month. For your convenience, the following are dates when tuition will become late each month.

September 10, 2009 (Thursday)
October 10, 2009 (Saturday)
November 10, 2009 (Tuesday)
December 10, 2009 (Thursday)

January 10, 2010 (Sunday)
February 10, 2010 (Wednesday)
March 10, 2010 (Wednesday)
April 10, 2010 (Saturday)

May 6, 2010 (Thursday) All payments must be made in full at this time in order to receive tickets and participate in recital.

———— TUITION AND FEES ————

Registration/Performance Fee (Non-Refundable)

Every student **MUST BE PROPERLY ENROLLED** including having completed a registration form, pay registration fees, costume fees and first month's tuition **BEFORE** attending classes! (You will not be permitted in class without being enrolled with a current registration form.)

If you are a **multiple dancer family**, and would like to arrange to have initial fees broken down over August and September, please see our office staff to make arrangements to accommodate you.

Registration Performance Fee Amount (Non-Refundable)

One student per family - \$105.00 (\$125.00 if registered after Aug. 10th)

Second, third, etc., student in family \$ 52.50 each (\$72.50 if registered after Aug. 10th)

100% NON-REFUNDABLE and must accompany your registration form.

Students who register after **Oct. 1st** will not be guaranteed participation in the recital at the end of the year, due to costume order deadlines.

- **10% OFF OF TUITION** if entire year is paid prior to first day of class, **Aug 17th!**
- **5% OFF OF REMAINING TUITION** if rest of year is paid the first week of class after winter break, Jan 5-7!

MONTHLY TUITION –

Tuition for lessons at Exclusively Ballet and Dance is an annual fee, which is paid in 10 monthly installments (August - May). The annual fee is based on the total number of hours of study per week. As the number of hours per week increases, the overall hourly rate decreases. Each class is guaranteed to meet a minimum of 35 times during the school year. Should any one class meet less than 35 times due to bad weather, etc., make-up classes will be scheduled.

Parents may elect to do **AUTOMATIC BILL PAY** by **Visa** or **Master Card** (only). This service is free of charge through the studio. You will need to bring your card to the office (we must have a carbon copy of your card, as well as all of your card information). You may pay your bill online at exclusivelyballet.com

Tuition is ALWAYS due on the first day of each month and LATE after the 10th.

If payment is not received on time (see schedule) a **\$20.00 late fee** will be charged to your account. (This is an automatic process and cannot be removed.)

You will be charged an additional \$20 every month until balance is paid in full. **The office staff does not have the authority to remove these charges once they are in the system.**

Statements will only be mailed to those accounts that are delinquent.

If outstanding balances are not taken care of immediately, your child will not be allowed to attend class.

There is **no deduction** (i.e., refunds or credits) for missed classes, regardless of the reason. Make up classes are available for missed classes.

You may make up absences due to illness by taking a similar class. The office staff can assist you with this.

Payments may be mailed in or dropped in the black payment drop box found in the lobby next to the office door or in the drop box on the front porch.

There will be a **\$30.00** charge on all returned checks. If we receive **2 returned checks** from you, your account **must be paid in cash thereafter**.

Discounts on family tuition are as follows:

▫ **10%** for additional students

Please note, in order to receive a multi-dancer discount, Exclusively Ballet and Dance requires that both dancers be in the same family and physical address.

If a dancer becomes injured or ill and is unable to dance we require a Doctors excuse to stop monthly payments. A Doctors excuse is only for dancers that are unable to dance for a month or more due to injury or illness.

———— PARENT'S VOICE ————

Parents, thank you for your participation in Exclusively Ballet! It is our mission to work with you and your dancer to train and prepare each student, not only artistically but also to teach them to be well-rounded, courteous, confident adults! Though our office hours are set, we will make appointments, either with the secretary or Monica, to see that your needs are met.

Parking Lot (for your Child's Safety)

Please be very observant of the arrows that are painted on the asphalt in our parking lot. In the past there have been several close calls for fender benders. The drive nearest Highway 280 is the entrance and the drive nearest Brook Highland is the exit. Also remember that the space in front of the school is for **drop off ONLY**. **PLEASE DO NOT PARK OR SIT IN THE DROP OFF ZONE**. This is the only "through" lane in the lot, so it has the potential to cause huge traffic jams! If you are waiting for your child to exit the building, please find a parking spot and wait there or come inside. There is additional parking in the rear of the building.

Waiting Room

Do not leave your children unattended in our waiting room area. We cannot be responsible for their supervision nor any injury that may occur. Please help us by making sure they are not distracting any ongoing classes. Running in the studio is not allowed. All boys waiting are not to go in the dressing room. **GIRLS ARE CHANGING!** Dad's and Grandfathers change your child before you come or use the restrooms instead of the dressing room. Thank you for understanding!

———— EMAIL AND WEBSITE ————

Please make sure that the office has your **CURRENT e-mail address**, as most correspondence will be done via e-mail.

Regular e-mail updates will be sent, and these will be **extremely** important especially around special times of the year (i.e., Christmas Viewing Week, picture week, parent viewing week, recital, etc.). **If you do not use email, please regularly check the bulletin boards** in the studio where emails are posted.

exclusiveballet@bellsouth.net
www.exclusivelyballet.com

———— COSTUMES & DROP POLICY ————

If you initially choose to participate in the recital and then change your mind, the office must be aware of this by October 1st. After this date, we cannot refund any fees due to costume ordering deadlines.

If you choose to **withdraw from a class or change classes**, you **must notify** the office and complete a **Drop Class** form. You will be responsible for paying tuition and additional late charges through the date you specifically indicate a drop request through the office. No past charges will be removed - only future ones. Simply not showing up or just telling the teacher does not suffice.

Costume Fees are due at registration and are non-refundable after October 1st.□

Preschool	\$65.00 per costume
Preschool I & II	1 costume
Preschool III	2 costumes

Technique \$75.00 per costume

Int, Teen	\$85.00 per costume per discipline
Level I-V	\$85.00 per costume per discipline

One costume for **each discipline** in which the student will perform.

Solo, Duet, Trio \$100.00 per costume due on or before Oct 29!

———— PRIVATE LESSONS & SOLO/DUET/TRIO ————

Agreement forms and deposits for private lessons **absolutely must be received by Oct 1st**. **No solos can be added after deadline.** Private lessons are offered to anyone that is enrolled in the school, Level I and up, and are *required* for those who wish to participate in the Solo/Duet/Trio performance at the May recital (see below for price information). Students that intend to participate in a Solo/Duet or Trio must take 1 private lesson per week from January until May. (Please note, ANY MISSED LESSONS MUST BE MADE UP, unless Okayed by instructor.) Due to the high volume of private lessons, all private lesson scheduling is handled through e-mail; therefore, it will be your responsibility to check your e-mail throughout the week for any changes in the scheduling. Prices for private lessons are as follows:

1 Hour	½ Hour
Solo - \$75.00 per hour	\$37.50 per ½ hour
Duet - \$100.00 per hour (\$50.00 per person)	\$50.00 ½ hour (\$25.00 per person)
Trio - \$125.00 per hour (\$42.00 per person)	\$63.00 ½ hour (\$21.00 per person)

1. By **October 29th**, a costume should be selected and agreed on by your instructor and Ms. Monica. Costume must be paid in full by Oct 29th so that it can be ordered.
2. Payment is due *at the time of each lesson*. If not, it will be charged to your account. You can put payment in the tuition box. **Checks for private lessons need to be made out to: Exclusively Ballet.** Please make sure you put your dancer's name, **Solo/Duo/Trio**, and **Instructor's Name** 'for' line of your check to avoid confusion.
3. Private lesson fees and monthly tuition should be made as **separate transactions** (checks, credit cards or cash). Please do not put private lessons and monthly tuition together.

4. You may ALWAYS have a Visa or MasterCard Number kept on file with us, and request that your card be charged for your private lesson.
5. You need to be on time to all private lessons. If you fail to arrive without proper notice (at least 24 hours), **you will be charged for the lesson** since the studio space and instructor's time is valuable.
6. **No refunds** (for lessons or costumes) will be given for any private lessons if students choose not to perform.

STUDENT'S POLICY AND ETIQUETTE

Classes

Classes are divided by age and difficulty.

Student placement is based on student's skill level, to be determined by the instructor within the first few class meetings. Age is not always indicative of class placement. There will be no class changes made after October 1st because it will disrupt the completed recital plan.

Classes with less than 5 students enrolled will be cancelled and those students will be placed in an alternate class.

Classroom Etiquette

No food, gum or beverages except water in the classroom.

During **water breaks**, Get water and return promptly to class.

Use the **restroom** before class begins.

If your classroom has **viewing windows**, please be courteous and do not lean against or tap on them at any time. Do not distract from the class in session. While watching your student from the viewing window, be aware of their focus on the class. When they seem distracted by seeing their loved ones (or class mates loved ones) please move away from the window.

Uniforms & Dress Code

Exclusively Ballet & Dance follows a **mandatory uniform policy** in which most skill levels will have a specific color of leotard. These uniforms **MUST** be purchased through the office. Please purchase **2** Leotards so that laundry doesn't keep your child from being in uniform. Please note that all tights and ballet/pointe shoes need to be pink.

Level	Leotard	Tights	Ballet Shoe	Tap Shoe	Jazz Shoe
PS I	Pink	Pink	Pink	N/A	N/A
PS II	Lt Blue	Pink	Pink	White	Pink Ballet
PS III	Lavender	Pink	Pink	White	Pink

Technique	Mulberry	Pink	Pink	White	Pink Ballet
Intermediate	Black	Pink	Pink	Black Tie Split Sole	Tan
Level I	Black	Pink	Pink	Black Tie Split Sole	Tan
Level II	Black	Pink	Pink	Black Tie Split Sole	Tan
Level III	Black	Pink	Pink	Black Tie Split Sole	Tan
Level IV	Black	Pink	Pink	Black Tie Split Sole	Tan

***No uniform required for Teens, Adults and Dance Teams unless specified by your instructor.

- When in ballet class, **HAIR MUST ALWAYS BE IN A BUN!!!**
- **No jewelry** is allowed in class.
- **Pantyhose are not acceptable.**
- Do not wear dance shoes outside.
- Do not wear any outfit that looks like a costume unless otherwise notified.
- Cover up adequately to and from the studio.
- Occasionally, we will have “**Wear What You Want**” week, in which students will be allowed to stray from their regular uniform. These weeks will be specified by the office, and will be marked on studio calendars—so watch for them! **Please note that appropriate dance attire (such as leotard and tights) is still required to take class during these weeks!**

PICTURE WEEK

Each year, we create a recital program book with pictures of all of our classes. In years to come, it serves as a yearbook of this dance year.

In order to get pictures for the student’s recital book, we photograph each class. (With combination classes, we typically only photograph ballet costumes.) During Picture Week, class time will be replaced with a photo shoot. A schedule will be posted about a week before picture week, showing when classes are to be photographed. Classes will not necessarily meet at their regular time. Instead, we try to minimize the number of times students have to come to the studio for picture week. It is very important that all students are on time. If a student misses a group picture, it will not be possible to make it up. Students should have their hair, makeup and costumes done for pictures exactly as they will for the recital. Teachers send home a flier with student’s costumes explaining exactly how everything should be worn.

If you would like to have your student’s individual photograph taken, you may purchase them from the photographer/photographer’s assistant. (You will also need to have a picture taken if you are purchasing an ad that includes a photo. Money for photos does not go thru the office so you will need to pay the photographer directly on the day the picture is taken.

Win One Year Scholarship! We have a contest each year to see who sells the most ads. Each student is encouraged to participate to win a chance at a full year scholarship.

At least 10 Full Page ads or more must be sold. Whoever sells the most ads is the winner. Any size ads may be sold as long as they are 10 or more full pages worth.

Two types of ads are sold:

- 1) **Personal Ads** are typically purchased by friends and family to celebrate a specific dancer(s) with a message of congratulations, best wishes, etc., requiring a personal ad form.
- 2) **Business Ads** are purchased by businesses, requiring a business ad form. These ads serve to either send a message of congratulations to a dancer or focus on advertising a business, or both.

YEARLY EXTRAS

Throughout the year, many dance souvenirs and extras become available that can seem overwhelming to some parents. In order to ease surprise, here is a list of the things we offered last year and what time of year they became available. These items may change from year to year, based on availability and demand. In addition, price may change with what vendor we use. Because they are purchased from Outside Vendors, the studio pays upfront for these services, requiring us to charge you before any item is ordered. Remember that ALL of these things are purely OPTIONAL. You may choose to purchase them if you wish.

Exclusively Ballet Car Tags (\$10.00)

Personalized with child's name or Studio Name only

(Purchased at registration August 1)

Exclusively Ballet Sweats (75.00)

Hooded Sweat Shirt and Sweat Pants

(Purchased at Registration August 1)

Pictures

Packages range differently depending on number of costumes. (March)

Statuettes

Mounted, freestanding dancer photograph cutouts \$28-32

(March with Pictures)

Ads (Due Picture Week)

Recital T-shirts (\$15.00-\$18.00)

(Purchased before recital)

Program Books (\$10.00)

A Complimentary book is received with ads over business

(Available thru recital, as available) \$10

Recital DVD - Each show is separate. \$27 for one, 42 for two, 55 for all 3

(Pre-Order from April or order at recital)

Recital Tickets \$10 adult, \$5 Children and Senior Citizens

(Required for admittance, Parents and Siblings are complimentary)

2010 RECITAL GENERAL INFORMATION

OAK MOUNTAIN HIGH SCHOOL
5476 CALDWELL MILL ROAD
PERFORMING ARTS CENTER

May 15 & 16, 2010

Intermediate, Teen/Adult & Level I-IV Ballet/Jazz/Tap/Hip Hop
Rehearsal: Friday, May 14, 2010 Time TBA (at OMHS Performing Arts Center))
Performance: Saturday, May 15, 2010 Time TBA (at OMHS Performing Arts Center)

Preschool & Technique Ballet/Tap/Jazz
Rehearsal: Saturday, May 15, 2010 Time TBA (at OMHS Performing Arts Center)
Performance: Sunday, May 16, 2010 Time TBA (at OMHS Performing Arts Center)

REQUIREMENTS

- All accounts must be **PAID IN FULL** to get your complimentary tickets. Accounts not paid in full will put your child's performing at the recital on hold until paid.
- Any student who misses more than three classes from Jan-May will be at their teacher's discretion as to whether or not they may participate in recital.
- Do not wear your costume to the theatre. Bring it with you and get dressed upon arrival. You will have assigned dressing rooms.
- Tights must be uniform. They can be ordered from the office prior to recital. (Please note performance tights are different from class tights.)
- Tickets: Each student receives complimentary tickets for parents and siblings.
- Additional tickets may be purchased (Adults \$10, children \$5) in the office or at the door the day of the performance. A ticket will be required to enter the auditorium.
- Anticipate long hours at rehearsal. All students should remain at rehearsal until the end, as your teacher may want to rehearse your piece again.
- **No food or drink allowed** in the auditorium.
- The use of **flash photography is only allowed during rehearsal**; it is **strictly prohibited during performances**. **No videotaping during recital**. This rule will be strictly enforced and you may be asked to leave the auditorium. A professional video company will be at all performances to capture the recital on video.
- One parent needs to remain with their performer until 15 minutes prior to show time. (Preschool & Technique & levels only.)
- There will be helpers assigned to each class during rehearsal and performance. These helpers will be responsible for helping your child during performance changes. They

will also be responsible in getting your child to & from the stage. This is a service provided to you by Exclusively Ballet & Dance Performing Company Members, to allow you to sit in the audience and enjoy the show. (Preschool & Technique levels only)

- Please note **NO ONE SHOULD LEAVE DURING A PERFORMANCE**. Please plan on staying, and asking all of your guests to stay until the end of the performance.

DRESS REHEARSAL - Mandatory for all participants!

Preschool, Technique & Intermediate

- Arrive **1 hour** before scheduled rehearsal time in **full hair and makeup**. Upon arrival, locate dressing room and dress for first number.
- As soon as you are dressed be seated in auditorium with your class.

Level I - Level IV

- Arrive **1½ hours** before scheduled rehearsal time in **full hair and makeup wearing leotard and tights**.
- Upon arrival, locate dressing room.
- Go to stage for **1-hour warm-up, time permitting**.
- Upon completion of warm-up, dress for first number, and be seated in auditorium with your class.

PERFORMANCE

Preschool, Technique & Intermediate

- Arrive **1 hour** prior to performance in **full hair and make-up**.
- Upon arrival go to dressing room and dress for first number. As soon as you are dressed, be seated in dressing room until time to perform.

Level I - Level IV

- Arrive **1½ hours** prior to performance in **full hair and make-up wearing leotard and tights**.
- Upon arrival, go to dressing room.
- Go to stage for **1 hour warm-up**.
- Upon completion of warmup, dress for first number, and be seated in dressing room until time to perform.