



2009-2010 Studio Handbook

Welcome to the 2009-2010 dance season at Arizona Dance Artistry! This handbook is to serve as your studio reference guide for the 2009-2010 dance season. Please take a few minutes to read through and get familiar with dates, student and parent conduct policies, fees and refund policies, contacts and performances. Everything you need to have a GREAT and ORGANIZED dance experience at AZDA is in here. This is your personal copy, if the handbook is misplaced, you will be able to download on our website portal, instructions to access are included.

PLEASE SIGN AND RETURN
THE ATTACHED STUDIO AGREEMENT WITHIN 7 DAYS OF ENROLLMENT TO
SERVE AS YOUR ACCEPTANCE OF FEES AND POLICIES.

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Ballet Requirements

Ballet Levels	Required Leotards for Class	Other Items
Ballet/Tap Combo I and II	Bloch Tank CL5405- Lavender-Class AZDA Rhinestone Tank- Performance	Pink Ballet Shoes Black Tap Shoes Theatrical Pink Tights
Ballet B and C	Mirella M201L Black	Danskin Theatrical Pink Tights #32 "Airabesque" 075 –Canvas Ballet Shoes
Ballet D, E Pointe I, II and Partnering	Mirella M201L Black	Danskin Theatrical Pink Tights #32 "Airabesque" 075 –Canvas Ballet Shoes Black, Georgette wrap skirt, 11-13 inches
Ballet F	Mirella M207LM Lavender	Danskin Theatrical Pink Tights #32 "Airabesque" 075 –Canvas Ballet Shoes Black, Georgette wrap skirt, 11-13 inches
Boys Partnering Attire	White plain shirt and gray or black sweats, socks or black ballet shoes	

- All required items can be found at the studio or www.discountdancesupply.com.
Dancewear also located at Misha's Dancewear at 35th Ave and Bell Rd.

Dress Code

Class	Dress Code
Tiny Tot and Boogie Woogie Babies	Leotard and tights, Ballet Shoes, Hair clipped out of face in a Ponytail or Bun
Kinder Hop, Junior Hip Hop, Teen Hip Hop, Advanced Hip Hop	Fitted dance clothing or " AZDA Class Wear ", hair MUST BE in ponytail, black jazz shoes or black high-top converse only
Jazz/Hip Hop Combo A, B, C Mini, Junior or Teen Company	Any color leotard, tights, or " AZDA Class Wear " dance shorts, jazz pants, fitted dance tops, black jazz shoes or Foot Undeez, hair in a ponytail . No baggy t-shirts or casual clothes.
Lyrical and Leaps and Turns	Any color leotard, tights or dance shorts, hair in ponytail, Foot Undeez or barefoot. No casual clothes.
Tap II and III	Any color leotard or " AZDA Class Wear ", tights, dance shorts, jazz pants, fitted dance tops, black tap shoes, hair in a ponytail . No baggy t-shirts or casual clothes.

*"**AZDA Class Wear**"- Includes: 2 AZDA tanks or AZDA short sleeve t-shirts PLUS 1 pair of pink and 1 pair of purple AZDA dance shorts, Available at the studio only \$80

Attendance

Regular attendance for class is important for dancers in order to grow in their technique and gain momentum in their training. Dancers should respect the financial commitment families have made to pay for their dance tuition by only missing when absolutely necessary. Refunds or transfers partial payments of tuition will NOT be issued due to illness, other absences or vacation.

The months prior to Recital is crucial. Students are not only practicing their dances but their special awareness and other group tasks.

Students with more than ONE absence per month during April and May, may be removed from a recital dance.

Make-Ups

Make-up classes may be scheduled if a student has a planned absence. Make-up classes are scheduled online or with the office and are at or below the student's current level.

Class Conduct and Studio Policies

Dance classes at all levels require discipline and dedication to reach higher levels of technique, confidence and poise. Class conduct and dress code are major factors in the learning process:

1. **Dancers should wear their appropriate attire based on the level of their class.**
2. **All hair should be neatly out of face, pulled into a SECURE ponytail or bun.** Having hair up and out of the eyes makes class the focus- NOT your hair!
3. **Dancers will receive ONE warning for improper dress code, including tights, leotard, shoes and hair. In the instance a student arrives a second time unprepared for any reason, they will be asked to sit and watch during class.** This is non-negotiable. Please prepare and keep extra items in dance bag!
4. **Ballet shoes** are necessary for the dancer to learn how to use their feet properly when dancing. Dancing just in tights is dangerous and slippery, please no satin slippers or other shoes, classical ballet shoes only.
5. **Entering late to class** is disruptive to other dancers and is impolite. In the event a dancer will be late to class, please put shoes and dance attire on fully and wait until the class is between exercises before entering the studio.
6. **Dance enrichment and an overall cultural experience** is what sets AZDA Ballet classes apart from other studios. For Ballet classes levels B-F, please come prepared with class materials such as dance notebook for each class to take notes in dance vocabulary, stretching techniques and other dance history facts.
7. **Water breaks** are limited to one per class hour for our younger students, ages 3-6yrs, all other students should bring a bottle of water into class. This will eliminate time wasted getting in and out of class from breaks.
8. **Food and drinks other than water** must remain in the Lounge.
9. **Dressing Room** use is for changing and preparing your hair for class. Please DO NOT use the bathroom for changing. Bags and personal items should be stored neatly in the Dressing Room area in a cubby. Please bring home all items you take to the studio, items left at the end of the week are thrown away. No eating in the Dressing Room.
10. **No cell phones. Leave them in your bag!**
11. **Dance is a physical and “artistic” sport** come prepared to work hard and listen to your teachers.
12. **Regular attendance is a must!** Parents, please explain to your dancers that you have paid “good” money for their dance training and they have committed to classes, much like a team. Missing dance classes hurts the student’s progress, the team’s ability to grow in technique and preparing for performances such as Recital.
13. **Leave your attitude at the door!** Dance class is a place to be HAPPY and have FUN! Please keep negative energy and other unfriendly behaviors at the door. This is a great place to let go and express yourself, you can’t do that with a bad attitude.
14. **Clean up our space!** Leave the Lounge, Dressing Room and Studios the way you found them. Help maintain your dance home as some of you spend many hours a week here!
15. **Have fun, make great friends, encourage yourself to be better every day and dance like no one is watching!**

Please initial that you have read the above policies _____

Tuition

Tuition is DUE on the 1st of the month and is considered LATE after the 7th of the month. A \$15 late charge is added to tuition received after the 7th. Check, Cash and VISA/Mastercard is accepted.

Tuition is billed by the amount of hours a student takes per week and calculated monthly. All posted rates are for the MONTH of classes. Please see schedule for further class break down.

Tuition is non-refundable, no transferable in the instance a student cannot continue with class. All camp deposits are non-refundable and non-transferable to any other season. Prorated tuition for Holidays during December are posted November 1st. The studio does not refund tuition for holidays closures or family vacation. All studio closures are posted in our Dates to Remember.

Adults have the option to purchase a punch card or pay monthly for classes, please see Adult Schedule.

Online Account Access, Payment and Enrollment

Our online system allows you to pay and view your bills, set up auto pay, change your address on file and enroll in classes. Please follow directions on Table of Contents page to access online accounts. Go to www.azdastudio and click on "Account Login" button to access online payment portal.

Discounts

- 3% discount for paying full semester in advance • 6% discount for paying full year in advance
- 15% discount for second child and third child tuition

Referrals

After each referred student has stayed with AZDA for 3 months you receive a Referral Credit valued at \$25 to your account! Max 3 referral credits.

**Scholarship for Boys ages 8 and up enrolled in Ballet or Ballet Partnering.
Discounted multi class rate for boys, please call the studio for a personal rate.**

Refunds

Performance Costumes are NON-refundable. _____ Initial/Date
Dance store merchandise is available for credit only to other dance merchandise. _____ Initial/Date
Tuition is non-refundable and non-transferable to another season. _____ Initial/Date

Costume Payments

Costume payments are due in FULL at time of order. Order will not be placed for any dancer that has not paid in FULL at time of order. Costumes are ordered September 20th for Performing Company. All other Recreational Classes, costumes are ordered December 1st.

I have read and agree to all tuition terms, refund policies and costume ordering timelines. I will pay all fees in a timely manner due to Arizona Dance Artistry. _____ Initial/ Date

Performing Company “ASPIRE”

Junior and Teen Performing Company dancers are required to participate in a minimum of ONE Summer Dance Intensive each Summer to keep up with their dance training. Our Mini team is strongly suggested to take one session of dance workshop.

Performing Company members will be required to attend one week of Performing Company class and rehearsal at the end of the Summer, this includes Mini, Junior and Teen teams.

Being a part of ASPIRE Dance Company is considered a **privilege** and all dancers must maintain a high level of technique, maturity, dedication and a positive attitude. Some dances from ASPIRE Company may be chosen to compete in the Spring 2010.

*Dances taken to competition will require additional costume. (More details in Company packet.)

Attendance requirements for ASPIRE

ASPIRE is a commitment of each family’s time and money as well as the commitment to each company team. Please respect the work of your teammates and participate fully each week to have a great success!

Mini Company: No more than 2 hours absent a month of any required classes or rehearsal

Junior Company: No more than 3 hours absent a month of any required classes or rehearsal.

Teen Company: No more than 4 hours absent a month of any required classes or rehearsal.

*Dancers with more than allowed absences for one month will receive a warning.

**Two consecutive months with excessive absences may result in removal from Company.

Mandatory Events and Performances

Teams Required	Event	Date/Time
All Company	Dance-A-Thon –Fundraising	Saturday, September 12 th 4:00-7:00pm
All Company	Nutcracker Auditions	Saturday, September 26 th 11:30am
**10 guests per dancer	Casino Night- Fundraising	Saturday, October 17 th
All Company	State Fair Performance	October 16-24 th TBD
Teen Company 13yrs+	“NYC Experience Trip” Planning Meeting <i>* Only required if planning on attending trip!</i>	Wednesday, December 2 nd 8:15-9:00 Trip: June 2010
All Company	Observe Co Dance Competition	Saturday, December 5 th
Juniors and Teens Only	Co Dance Convention	Saturday, December 5 th
All Company	Glendale Glitters-Performance	Saturday, December 12
All Company	Nutcracker Performance	Dec 13- Dec 18
Minis Only	Desert Ridge Performance	March 2010 TBD
Juniors and Teens Only	“Ballet in the Park”	April 2010 TBD
All Company	Recital 2010	May 22 nd - June 3 rd TBD

I have read and will follow all attendance policies, dress code and published events Initials _____

PLEASE REVIEW **ASPIRE COMPANY** PACKET FOR FURTHER DETAILS

Recreational Technique Classes and Additional Company Classes

The following classes will perform at Recital and do NOT have other performance requirements:

Junior Turns/Leaps/Tricks and Teen Turns/Leaps/Tricks
Boys Hip Hop, KinderHop, Junior Hip Hop, Teen Hip Hop, Advanced Hip Hop
Jazz/Hip Hop Combo A, B and C
Tap II and III
Lyrical
Ballroom
Ballet/Tap Combo I and II and Ballet A –F, Pointe I, II and Pas de Deux/Partnering

*Some classes may be invited to perform at shows with ASPIRE Dance Company based off of attendance and class preparation.

- All dancers at AZDA are invited to audition for the “Nutcracker Ballet” production.

Boogie Woogie Babies and Tiny Tots will perform at the following performances:

State Fair Performance October 16-24th TBA – Boogie Woogie Babies
Glendale Glitters December 12th-Boogie Woogie Babies/Tiny Tots
Recital-May 22nd-June 3rd TBD

Recreational Class Policies and Requirements

- 1-Dancers in all Recreational Technique classes must adhere to dress code and class conduct.
- 2- Dancers wishing to join ASPIRE , for 2010-2011 season MUST be currently enrolled in Ballet and Jazz.
- 3- Dancers that cannot participate in any rehearsal or Recital obligation must submit in writing to the studio no later than March 1st 2010. This is to ensure proper planning and organization of classes.
- 4- Please actively participate in each class and attend classes regularly. Dancers that consistently have TWO or more absences a month may be removed from Recital dance.
5. All dancers enrolled in recreational dance programs are encouraged to participate in “Nutcracker” auditions and performance.
6. Please arrive ON TIME and prepared for classes. Dancers arriving more than 10 minutes late for classes will be asked to observe class only. The first 10 minutes of warm up is crucial to preventing injuries and dancing safely.
7. Parents and friends are asked to observe without distraction from our observation windows or through our studio camera feed to the Lounge. Parent Observation week is scheduled once a semester for families to watch inside the classroom, this is highly encouraged.

Recreational Class Costumes

Arizona Dance Artistry respects family finances by keeping costume costs low by using the same costume for multiple classes. The general AZDA Jazz Performance Costume is worn by most classes and by adjusting the accessories keeps the costume appropriate for each dance style. Costumes from the 2008-2009 dance season will be worn again for this season. All costumes items are purchased at the studio with the exception of shoes. All new costumes must be ordered by December 1st 2009. *If class needs additional props or accessories for recital, families will be notified by March 1st 2010

All Jazz/Hip Hop Combo classes and Tap II and III

AZDA Jazz Performance Costume: Black rhinestone short unitard, Purple skirt, Fishnet gloves, tan tights, black rhinestone fishnet tights, Bling Hair Clip and Rhinestone Earrings, Black Jazz shoes or High-top Converse, Black Tap Shoes

Lyrical

Rhinestone short unitard, tan stirrup tights, tan/nude Foot Undeez, rhinestone earrings, Bling Hair Clip
*Possible accessories to be announced.

Boyz Hip Hop Crew, Junior Hip Hop, Teen Hip Hop and Advanced Hip Hop

Boys: Black basketball shorts, gray t-shirt, Black AZDA Hoodie, Gym shoes and hat of choice

Girls Hip Hop Costume: Black rhinestone short unitard, AZDA Cargo Pants, Fishnet gloves, tan tights, Black High-Top Converse, Bling Hair Clip or Hat, and Rhinestone Earrings

KinderHop

Boys: Black basketball shorts, Gray t-shirt, black high top Converse and hat of choice

Girls: Purple "Dog-Tag Dance" tank, Black Rhinestone "DANCE" Cargos, black high top Converse and Bling Hair Clip **Shoes will be rhinestoned at studio.

Boogie Woogie Babies and Tiny Tot

AZDA Tank Leotard, Purple Rhinestone tutu, Pink footed tights, Pink ballet shoes, Rhinestone tiara

Ballet/Tap Combo I and II

Ballet: AZDA Tank Leotard, Pink footed tights, Pink ballet shoes, Bling Hair Clip

Tap: AZDA Tank Leotard, Purple Sparkle Skirt, Tan Footed tights, Black tap shoes and Bling Hair clip

Ballet B and C

Black camisole Mirella leotard, Seamed Theatrical Pink tights, Pink Canvas ballet shoes, Rhinestone earrings, Pink Flowers on RIGHT side of bun

Ballet D and E

Black camisole Mirella leotard, Black Georgette Wrap Skirt, Seamed Theatrical Pink tights, Pink Canvas ballet shoes, Rhinestone earrings, Blue Flowers Ballet D OR Red Flowers Ballet E on RIGHT side of bun

Ballet F, Pointe I and II

Lavender camisole Mirella leotard, Seamed Theatrical Pink tights, Pink canvas ballet shoes or Pointe shoes, Rhinestone Earrings, Lavender Hair Accessory

Hair and Make-Up for Performances

Make-up shall be kept tasteful, neutral and age appropriate. Hair shall be UNIFORM for all dancers, including bangs slicked back and out face. All classes will have hair in SECURE ponytail at crown of head.

Ballet classes require a NEAT and PROFESSIONAL bun. Please no "scrunchies", hair nets and pins are acceptable. Please see full HAIR AND MAKE-UP KIT contents details sheet, available with costume pick-up.



Dates to Remember, Events and Auditions

(Print Handbook page 9 to post at home for reference)

Date	Event Name and Place
August 10-15 2009	ASPIRE Company Choreography Week- AZDA
Saturday, August 15 2009	ASPIRE Company Parent Meeting at AZDA 12:00-1:00pm
Friday, August 21 st 2009	Studio Meet and Greet 3:00-7:00pm
Saturday, August 22nd 2009	AZDA Grand Open House Event 10:00am-1:00pm
Monday, August 24th 2009	FALL CLASSES BEGIN!!!
Friday, September 4-7 th , 2009	CLOSED- Labor Day Holiday Weekend
September 12, 2009	Dance-A-Thon Fundraiser Event , "Foundation to ASPIRE"
September 21-25 th , 2009	Bring a Friend to Class Week!
September 26th, 2009	OPEN Nutcracker Auditions at AZDA 11:15am
October 5-9 th , 2009	Parent Observation Week
October 3-December 12 th , 2009	Nutcracker Rehearsals at AZDA (Saturdays) Please see casting schedule for details
October 12 th , 2009	CLOSED- Columbus Day
October 17th, 2009	Casino Night Fundraiser, "Foundation to ASPIRE"
October 24th-November 16th	ASPIRE Company State Fair Performance dates TBA
November 25-30 th , 2009	CLOSED -Thanksgiving Holiday
December 5 th , 2009	ASPIRE Company at Co Dance Convention
Thursday, December 10th, 2009	Glendale Glitters Show Run through at AZDA 5:00-7:00pm *Ballet classes canceled
Saturday, December 12th 2009	Glendale Glitters Performance at Glendale Stage Time Range: 5:00-8:00pm (details TBA)
Sunday, December 13th 2009	Nutcracker Tech/Dress Rehearsal at Pinnacle High School 2:00pm-6:00pm
Thursday, December 17th 2009	Nutcracker Ballet Performance at Pinnacle High School
December 18 th -January 3 rd	CLOSED for Holiday Break
Monday, January 4 th 2010	Classes Resume- Happy New Year!
February 15 th , 2010	CLOSED President's Day
Saturday, March 6 th 2010	Picture Day at AZDA
March 15-21 st , 2010	CLOSED for Spring Break!
Saturday, March 27th 2010	Desert Ridge Performance Time: TBA
April 2010 TBA	"Ballet in the Park" Anthem Amphitheater Performance
May 8th, 2009	ASPIRE Dance Company Auditions
May 22-June 3rd 2010	RECITAL DATES AVAILABLE SEPTEMBER 30TH, 2009

*Studio Events are subject to change or cancellation, please check for updates regularly.

Online Account Access, Payment and Enrollment

Our online system allows you to pay and view your bills, set up auto pay, change your address on file and enroll in classes.

To access the AZDA Family Account Portal please follow these steps:

1. Go to our home page at www.azdastudio.com, Click on the link, "Account Login"
2. a- If you have already set up your account online, enter your information on the RIGHT side.
b- If you have NOT created a password online, on the RIGHT side of the page, enter your email as your USER NAME and click FORGOT PASSWORD. You will be prompted to set up your password. At any time the studio can reset your password for you.
3. Once you are logged in you will see your account, to view your tuition per month, click Tuition Summary.
4. To enroll in a class, click Add a Class, you will need to click the link for season you are enrolling, Fall 2009-2010. Continue to click through and select your desired classes.
5. Payment must be completed at this time or the system will reject your enrollment. Partial payment of 50% will keep you enrolled in the class until the start date.

Choreography Notes, Studio Handbook, Pictures, Stretch Charts, Class Music

View these items on our AZDA Dance Life page and Miss Sam's Blog, on the studio website home page,click the link under the Account Login.

Username: azda Password: dance



Studio Agreement

****Please print this page, sign and return within FIRST week of class as acceptance of all policies, payments, dates and requirements.**

Please review the following items with your dancer so all members of the family are on the same aware of commitments and fun events!

- 1. I will RESPECT the studio space and common areas by keeping it NEAT and sharing the space with others. Food and drink is allowed ONLY in the Lounge, not in the studios or the Dressing Room.** Dancer Initials _____ Parent Initials _____
- 2. I understand that tuition and all outstanding balances are due on the 1st of each month and are considered late after the 7th. Late fees of \$15 will be applied for all balances due after the 7th. December Holiday Break prorated tuition amounts will be posted Nov. 1st 2009.** Dancer Initials _____ Parent Initials _____
- 3. I am aware that all costumes for recreational classes must be purchased no later than December 1st 2009. Payment in full is required for student's costume to be ordered.** Dancer Initials _____ Parent Initials _____
- 4. I understand that arriving LATE to class is disrespectful to the instructor and the rest of the class. I will arrive ON TIME and PREPARED for all classes with proper dress code and hair. Arriving without proper dress code or hair ready on time may result in dancer observing class for the day.** Dancer Initials _____ Parent Initials _____
- 5. I have reviewed all dates and events in the Studio Handbook. I am prepared to participate in all rehearsals leading up to performances I have been selected to dance in. I will inform the studio as soon as possible in WRITING if I am unable to attend a performance or rehearsal. I have reviewed, and am aware of studio closures/holidays.** Dancer Initials _____ Parent Initials _____
- 6. All siblings that accompany dancers to the studio MUST remain with a parent in the Lounge only. For the safety of smaller children, they must stay with a parent in the Lounge, they are not permitted to wander around the lobby unattended as they are NOT being watched by any member of the office staff. Other dancers should NOT be dropped off at the studio more than 30 minutes prior to their class.** Dancer Initials _____ Parent Initials _____
- 7. Office walk-in hours are Monday -Thursday 3:00pm-8:00pm, Friday 3:00-6:00pm and Saturdays from 10:00am-1:00pm. Studio support is available by email or phone Monday-Saturday 10:00am-9:00pm.** Dancer Initials _____ Parent Initials _____

Parent Name (printed) _____ Date _____

Parent Signature _____