

Dear Parents and Students,

Dance Extreme has provided students with an exciting performance experience through its May/June recital. The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress.

A big part of the dance training process includes learning through performance. The experience helps build self-esteem, self-assurance, and contributes to a sense of confidence. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. That onstage experience can result in better in-school presentations, improved social skills, and strong interview skills for future college or job opportunities. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Dedication to recital commitments is the responsibility of both students and their parents. We've created this handbook in an effort to clarify what we expect from you in terms of commitments and responsibility to the annual recital, the school, and other students and parents.

DANCE EXTREME POLICY

Enrollment is for September 2013 thru June 2014 Dance Year. **Fees are due on the 1st of every month and a \$10.00 late fee will be added if received after the 15th of the month.** Joann Presley will be at the front desk collecting monthly fees. She will keep you informed on what is due for the month. If you have questions Joann will set up a time to meet with Becky.

Drop Off and Pick up: The waiting area is in front of the building. The only entrance and exit is in the front. There is an emergency exit at the side of the building. Please wait in the waiting area until your class is called.

Dance Attire: Please send your child in the proper dance attire. This is enforced for their own safety. Any type of leotards or biker shorts will be accepted. Dress for the weather, sweat pants are acceptable in the winter.

Choreography: I understand that all choreography in class and in performances is the property of Dance Extreme llc and may not be used without consent by Becky.

RECITAL UPDATES

As the season progresses, additional recital information or updates will be posted in a newsletter, and on the school bulletin board. Make it your responsibility to keep abreast of this important information. It is our goal to make the recital experience organized and exciting for all involved. It's a team effort; students, their parents, the teachers, and the director are key players in the success of the show.

HOME SUDY

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis.

COSTUMES

We spend many hours determining the correct costumes for each class. They are always age-appropriate and the highest quality possible. All students will need one costume for each class they participate in.

- **DEPOSITS**

In an effort to ensure that costumes are delivered in time for dance photographs and an organized distribution to our students, costume orders are placed during the December holiday break. **Costume manufacturers do not accept cancellations or offer refunds; therefore Dance Extreme llc does not refund costume deposits.**

- **DEPOSIT SCHEDULE**

Costume payments are as follows (**each costume**)

\$25.00 due by November 20

Balance is due by December 20

Costumes will not be ordered until they are paid for in full. Parents or guardians accept full responsibility for all expenses, including surcharges and postage for costumes that are ordered late. Dance Extreme llc is not responsible if costumes are not received in time for the recital due to late payments.

- **SIZING**

Costume measuring begins during the first week in November, during scheduled class time. Each child will be measured in order to determine his or her proper costume size(s).

- **ALTERATIONS**

Although rare, if alterations are needed after the costumes have been distributed, they will be the sole responsibility of the student's parent or guardian.

- **DISTRIBUTION**

Costumes will be distributed when all outstanding balances for the season (including tuition) are paid in full. Deadline for all balances due is May 16. Class photos will be taken in April. To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session, dress rehearsal, or performance.

- **WITHDRAWAL**

No refunds will be made if a parent or guardian withdraws a child from Dance Extreme llc after costumes have been ordered and prior to the recital. Parent or guardians may pick up purchased costumes at the studio at the time of general costume distribution and up to 15 days after performance. Costumes not picked up after 15 days will be donated to charity.

- **COSTUME EXPENSE**

The estimated cost of costumes is \$55 to \$70 for child sizes and \$55 to \$80 for adult sizes. Any special order, including extra-large sizes, may require an additional charge (determined by the costume company.) Additional charges are the sole responsibility of the parent or guardian. Tights and shoes are not included.

- **COSTUME CARE**

We recommend that your child's name be placed in all costumes, shoe, accessories, and tights. Place costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hatbox or similar container to prevent damage. Press all costumes prior to the dress rehearsal and the performance. Please do not wash costumes in

your washing machine; dry clean them only (after the recital.)

- **TIGHTS**

To ensure that there are no discrepancies in color and style; students are required to have the following tights for their classes. Tights are available at the studio. Be sure to purchase the correct style. Please purchase new tights for the recital, and do not wear or wash them before the dress rehearsal or performance. Your child **MUST** wear tights for the recital. (Note: Having a second pair of tights offers students and parents a great sense of security.) Please check with your child's teacher for the correct tights.

- **SHOES**

Please check with your child's teacher for the proper shoes that must be worn for class and recital. You can purchase the shoes through Dance Extreme or Dancer's Closet.

PRE-PLANNING

The recital isn't a one-day activity. Gather all costumes, accessories, shoes, and makeup several days in advance so you'll know if something is missing or isn't right. Make a checklist of your child's routines, listing their costume, tights, shoes, and any accessories, and refer to it to make sure you have all your supplies before going to the recital.

Bring at least one extra pair of tights.

Also bring extra hair gel, hair nets, bobby pins, and hairspray. Other handy extras include

- **Baby wipes/Shout wipes** (to fix makeup mistake or wash hands)
- **Baby powder** (for itchy costumes)
- **Safety pins** (for emergency costume repairs)
- **Clear nail polish** (to repair minor holes or runs in tights when there isn't time to change them)
- **Your pain reliever of choice**
- **Band-Aids** (the "invisible" kind)

DRESS REHEARSAL

The dress rehearsal allows the students to become familiar with the auditorium surroundings and feel comfortable with their performance, costume(s), and being onstage. Lighting, music cues, set changes, and all other logistics for an organized and professional performance are rehearsed so that the students make the best impression

possible. Participation in the dress rehearsal is mandatory.

We run an organized and timely dress rehearsal; your help with the process will guarantee a professional production. Please arrive at least 20 minutes prior to curtain. Students may arrive in their first performance costume or may change in the dressing room.

- **FINALE**

All students are required to participate in the finale, which will be rehearsed during the last month of classes. A run-through of the finale will take place at the dress rehearsal.

- **DRESSING- ROOM ETIQUETTE**

Students must respect other students' space and property in the dressing rooms. The students will spend more time in the dressing rooms than onstage or in the auditorium, so please do your best to keep them organized and clean. No food or drink is allowed in the dressing rooms.

- **DRESS-REHEARSAL GUESTS**

One parent or guardian may accompany each student to their dress rehearsal. Please, no siblings who do not dance! Additional attendees at the dress rehearsal will be subject to the full cost of a recital ticket.

- **DRESS REHEARSAL DROPOFF/PICKUP**

Parents or guardians should bring the students to their dressings rooms. Parents or guardians must remain in the auditorium until their children have been dismissed.

- **VIDEO AND PHOTOGRAPHY**

Parents or guardians may videotape or shoot photographs of their children at the dress rehearsal. Due to the large number of cameras, no electrical outlets will be available, so be sure your batteries are fully charged. Please note: no video or flash photography will be allowed in the auditorium at the recital. Security guards will ask you to take any camera back to your car.

AUDITORIUM RULES

No eating, drinking, or smoking is allowed in the auditorium or dressing rooms. Dancers will

remain in the dressing rooms during dress rehearsal and the recital when they are not onstage.

BACKSTAGE

Family members and friends don't belong backstage or in the dressing rooms during rehearsals or the recital. The same applies during intermission and after the show. There is a lot of backstage activity in a limited space, and dressing rooms are a private area. Please remind your family and guest to be respectful of these areas. Those who wish to greet a performer after the show or present flowers should do so in the lobby areas.

RECITAL PHOTOS

Class photos will be taken in April at Dance Extreme llc. Dates and times will be announced at a later date. Please confirm your child's time on the updated schedule that will be posted at the studio. All students are required to be present for their class picture. There are no exceptions. After the group photo shoot, students may choose to have solo portraits made in any or all of their costumes. There is no obligation to purchase photos. Please arrive at least a half hour before your child's scheduled time, since photo shoots tend to run ahead of schedule.

Photo Release: Dance Extreme llc is hereby granted permission to take photographs and video of the students to use in brochures, web sites, posters, advertisements and other promotional materials Dance Extreme llc creates. Permission is also hereby granted Dance Extreme llc to copyright such photographs and videos in its name.

RECITAL TICKET POLICY

All studio accounts (tuition, costumes, etc.) must be paid in full before any family may purchase recital tickets. Tickets go on sale May 1st and cost \$8.00 each. Tickets are sold at the door \$10.00.

PROPS

All props are the property of Dance Extreme llc and are to be returned after the performance. Prop include such items as canes, parasols, beach balls, etc.

Thank you in advance for you understanding and cooperation.

Becky Kirk
Owner
Dance Extreme llc.

Please sign the agreement and return to Joann Presley at the front desk.

I understand the above agreement, the activities my child will be participating in and my responsibilities to Dance Extreme llc. I know Dance Extreme llc is not liable and hereby waive the responsibilities of Dance Extreme llc of an injury or accident that may occur in class, or on the premises, or at all rehearsals, or performances that take place at other locations. We take all comments and suggestions into consideration. Please feel free to talk with Becky if you have any.

Parent Name

Parent Signature

Child's Name

Date

Comments/Suggestions:
