

The Andover School of Ballet

14 Park Street, 2nd floor – P. O. Box 5070 - Andover, MA 01810 - (978) 475-5919

Thank you for being part of our dance family!

The Andover School of Ballet has been a highly respected studio of dance education for over 38 years. We want to take this opportunity to thank all of you for choosing our studio and making it possible for our highly skilled, professional instructors to do what we *love* doing – **teach dance!** Through your dedication to and support of your children, you are offering them the opportunity to explore the art and the physicality of dance. The experience and discipline will help them in many ways in the years to come.

We hope that all of you will have a positive experience at our studio and we welcome any suggestions that you may have. If you ever have a question or concern, we will be happy to speak with you. We value your feedback!

Thank You! **Kristina Liversidge**, director and *The Andover School of Ballet Staff*

General Studio Information for Parents and Students

DRESSING FOR CLASS:

We feel it is an important part of the discipline of dance to have a class uniform worn by **all** students in a class/level (only exceptions are *Mommy & Me* and *Adult* classes). Please refer to the dress code list in our *Brochure* or on our *website* to find out the items your child needs for class. Once you have the proper attire, students must wear it to every class. If you are unsure about the fit of dance shoes, please keep your receipts, don't wear the shoes, and ask your **teacher** to check them on the first day that you attend. Teachers **will** be checking the fit of shoes for **all** students aged 3 to 7-years-old during the first week of classes. **After** these have been checked by us, we ask you to write your child's name or initials **inside** all their shoes and dancewear with a *permanent marker*. All dance shoes, leotards and tights look alike when left behind at the studio, but can be identified if they are labeled!

HAIR, JEWELRY & SHOES:

- **In keeping with the traditions of dance, all girls must wear their long hair pulled back and up.** It must be in a **bun** for Classical Ballet, or held in a **secure ponytail** for Pre-Ballet classes and Jazz/ Tap/ Hip-Hop/ Modern/ Contemporary/ Lyrical Dance classes. For Classical Ballet Level 1 and up, **Long Hair must be secured in a ballet bun** using hair elastics, bobby pins & hairnets; no exceptions. **Short hair** must be well secured off the face, and boys' hair should be neatly trimmed or pulled back for **all classes**. There are practical reasons for this, as well as aesthetic ones. Learning fast dance turns with hair whipping into your eyes is dangerous! Also, body alignment is critical in dance, and the instructor must be able to see the line of a student's body from the head down to the feet. All dancers must carry the necessary hair supplies in their dance bag at all times.
- **No Jewelry** may be worn in dance class (*students with pierced ears may wear **small stud earrings**, but no dangling earrings*).
- **Dance shoes may not be bought with a lot of "room to grow", as shoes that are too big are dangerous to the dancer.** When putting on **Ballet Shoes**, the drawstrings must be neatly double knotted and cut, then tucked into shoes on top of the toes. Do **not** pull drawstrings too tightly as this could injure the Achilles tendon, and do **not** cut strings shorter than the length of the students' toes (measured without stretching). **Jazz Shoes** and **Tap Shoes** should be fastened securely so they do **not** come undone in class.

ENTERING THE LOBBY AREA...

Each student should **Check-In** by giving his/her name to the receptionist before **every** class. We ask that you enter the lobby **quietly** and keep the noise level **down** while classes are in progress. Once class begins, parents may feel free to do any errands, and return about 5 minutes before your child's class ends to pick her / him up.

OUR STUDIO & DRESSING ROOM:

We are proud of our studio and try to keep it clean, attractive and comfortable. **Please help** by following these simple rules;

* **NO Food, Gum, or Drinks** (except water bottles) may be brought into the waiting area, dressing rooms or studios, and **especially NO NUTS** or **NUT PRODUCTS** should be brought into our **building**, due to allergies of students.

* **Please** keep the dressing room tidy by **neatly folding** your outdoor clothes and placing them out of the way inside a cubby, on a hanger, under a seat, or on a shelf, but do **not** leave them **on top** of a seat/bench/cubby **nor** in the middle of the floor. **Parents– we ask you to please teach your students to take care of their belongings in this way to minimize the loss of personal items.**

* **Please** remember to take ALL of your belongings with you when you leave each day.

BEING LATE FOR CLASS:

We understand that being late is **sometimes** unavoidable for all of us. However, we run our classes on time and cannot hold up the class for tardy students. Students who are late for class should get ready in the dressing room, go and use the bathroom, then **wait outside the studio door** until the music and dancing stops, before opening the door and entering quietly. For safety reasons,

and out of respect to the class and the teacher, do **not** enter while an exercise is in progress. In higher-level dance classes, a student who is *more* than 10 minutes late may be asked to *observe* rather than take the class. The final decision is at the discretion of the teacher. **This is not a disciplinary measure, but is done with the student's best interests in mind.** A student who misses the first few crucial exercises in a class runs the risk of injury by not being properly warmed up in the correct dance technique. **We want to be sure that parents & students understand that we have this policy because we care about the student's welfare!**

OBSERVATION OF CLASSES:

We ask parents to be careful when looking through the window into the studio while a class is in progress, as this can be a distraction to the students and the instructor. We wish all students to be able to focus and learn in their classes. If your child is focusing on you, we ask you to please step back to allow them to focus on the class. There are 2 **Parent Peek Weeks** during the school year (see our *brochure*) when **parents** are invited *into* the classroom to observe their child's regular class and see their progress. If there is a special reason that the teacher needs you to observe at any other time, you will be invited to watch.

MISSED CLASSES:

Consistent attendance is important to the progress each student makes through our curriculum. Any student who misses a class for any reason is encouraged to take a make-up class at her/his convenience, but missed classes must be made up within the same semester in which they are missed. Make up your missed class at another class of the same level during the week, or you may choose a class at the next lower level as a make-up class to reinforce your dance technique. Please note that it is *your* responsibility to make up any missed classes. If you are confused, ask your teacher or the receptionist which class would be right for you to use as a make-up class, then come in at your convenience. No appointment is necessary, but always check in at the desk as a make-up student when you arrive, by giving your name and the class day, time, and level for the class that you missed.

PICKING UP STUDENTS AFTER CLASS:

Students should be picked up **promptly** after class. We do not want younger students to go outside the building to wait, so please make sure you tell them to stay **inside** our door until they see you drive up. Parents of 3 to 7 year olds (Preschool – grade 1) must come inside and upstairs to pick up their children. If you are going to be more than 5 minutes late for picking up, please call the studio to let us know. **Please note whether your child's class is the last class of the day** - this means the studio and building will be closed & locked right after that class, so prompt pick-up is essential!

WHEN THE WEATHER IS BAD:

In case of snowy winter weather, **CALL THE STUDIO about 1 hour before your scheduled class** to see if our classes will be held. We **MAY** hold dance classes when public schools are canceled for the day, **so please call.** A specific dated message will be on the studio answering machine if the day's classes are cancelled. Also look on our Facebook page for cancellation notices. If you choose not to drive to your scheduled class in bad weather, you may take a make-up class at any time *within* the same semester. See **Missed Classes** above.

STUDIO CALENDAR & TUITION:

(1) Our **complete dance studio calendar** of observed holidays and other pertinent dates is in our *Brochure* and on our *Website*. Please keep it handy and post it near your own calendar at home. Our days off do **not** always coincide with the academic school system's days off! (2) **Tuition** for our classes is an **annual** fee and is divided into equal installments. The dance **curriculum** is designed to build and expand throughout the entire school year, and a student will make the best progress through the dance levels by being consistent in attendance throughout the whole year. Please refer to our *Brochure* or *Website* for more information on tuition policies, prices, missed class policies, withdrawal policies, and curriculum.

WANTED – PARADE MARCHERS

Each year ASB dances in the Town of Andover's **Firefighters "Holiday Santa Parade"** on Thanksgiving weekend (*on Sunday*). Students (and parent chaperones!) who would like to participate **must** hand in a Permission Slip at the desk **by October 15**. Student Marchers must have an *Andover School of Ballet* Jacket to wear in the parade. A Parade Notice, Permission Slip, and Order Form for jackets will be emailed to all students in late September. Marchers need to be enrolled in our **Ballet 1, Hip-Hop 1, +/or Jazz & Tap 1** dance levels and above. Sorry, no age exceptions.

WANTED – Parent/Child Recital Dance performers!

Fathers & Daughters, Mothers & Sons, Mothers & Daughters or Fathers & Sons are welcome!

Parents are wanted to dance in our *Grande Finale* performances in May with their child! Children who are enrolled in our dance classes, and who are entering Classical Ballet 2, Jazz & Tap 2 or Hip-Hop 1, and are up to age 12 (age on September 1 of this school year) are eligible. Lessons are \$70.00/couple, take place on Monday nights, and will begin in early February. If you would like to be considered for this performance dance, please sign up (child & parent) at the desk **by October 15**. *Since the class size is limited to 16 couples (8 per recital show), a lottery may need to be held to pick the participants.* **Note;** for participants who are picked, a recital costume will be purchased for the child, so a costume fee must be paid by December 15th.

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Manners for Dancers

These rules of etiquette pertaining to dance classes come from long tradition and will be found at most any dance studio. ***Please read and follow these rules.***

Dancers show respect for themselves by:

- 1. being on time for class;** *a student who is more than a few minutes late for class may be asked to sit and watch class instead of participating – this is not a punishment, but is because of the risk of injuries that may happen from not properly warming up the body by doing the crucial exercises given at the beginning of every class. Please be sure that students understand that this is for their own welfare.*
- 2. having their hair up and off the neck;** *for Classical Ballet Level I and above, long hair must be in a ballet bun, and short hair must be secured away from the face and off the neck. For all other types of dance, hair must be fastened in a secure ponytail or pulled away from the face and up off the neck, and must **not** come undone, or be taken down, during class.*
- 3. being properly dressed for class,** without any jewelry (the only exception is small stud earrings for those with pierced ears – no dangling earrings). *NOTE: Classical Ballet Level I and Above; Parents please be sure that ballet shoe drawstrings are pulled up gently to secure the shoes, tied in a double knot, and the extra string is cut off, leaving the string approximately 3" long on each side, then tuck the strings inside the toe of the shoe.*

Dancers show respect for others by:

- 1. keeping their hands to themselves during class;**
- 2. waiting quietly for others to have a turn;**
- 3. waiting until the music for an exercise is finished before entering the classroom** if they are late to class, or are returning from the bathroom;
- 4. talking only during a “sharing time”, or when spoken to by the instructor.**

Dancers show respect for their teacher and the art form they are learning by:

- 1. being properly dressed and ready for class on time;**
- 2. listening when the teacher is speaking;**
- 3. if asked to sit on the floor, sitting cross-legged with backs up straight;**
- 4. always being prepared for their turn;**
- 5. always waiting for the music to stop, then raising their hand & asking before leaving the room for any reason;**
- 6. curtseying or bowing, and applauding, to thank their teacher at the end of each class.**

Dancers show respect for the studio by:

- 1. entering the lobby area quietly;**
- 2. leaving all gum, food and drink (except water bottles) outside the building;** *NOTE: Our building is a NUT-FREE building due to student allergies...NEVER bring nut products into the building.*
- 3. waiting quietly for their teacher to let them know when to enter the classroom;**
- 4. never hanging or swinging on the ballet barres;**
- 5. never running or doing gymnastics in the studio, dressing room, hall or lobby area;**
- 6. putting trash in the proper places, & putting away books/magazines when finished.**
- 7. never leaving belongings in the building’s shared hallway & stairway**

Parents show respect for the dance class, teacher and studio by:

- 1. asking the receptionist to get a child from class if it is necessary to leave early;**
- 2. NOT bringing any food or drinks into the hall, lobby, studios or dressing rooms;**
- 3. being on time, and having students dressed properly and ready for class before their class start time (including having students use the bathroom before class begins);**
- 4. picking students up promptly at the end of their class.**