

ANNE FATTAL'S FOOTNOTES

A STUDIO FOR THE PERFORMING ARTS



2018 - 2019 SCHOOL PROCEDURES **AND INFORMATION BOOKLET**

SCHOOL CALENDAR OF EVENTS

This is a consolidated brief outline of the School's Calendar of Events. For additional information, please see the specific headings in this booklet. Notices will be distributed with exact dates and times of events, as well as being posted on our Bulletin Board.

AUGUST / SEPTEMBER

Open House/Registration: August 22nd, August 28th & Sept. 5th, 2018
Rosh Hashanah: Monday, September 10th, 2018, the studio will be closed
Classes Begin: Tuesday, September 11, 2018

OCTOBER / NOVEMBER

Halloween: Wednesday, October 31st, 2018, the studio is closed. Classes will be re-scheduled
Class Visitation: November 12th through November 17th, 2018
Thanksgiving Break: Wednesday, November 21st through Sunday, November 25th, the school will be closed. Classes will resume on Monday, November 26th, 2018.

DECEMBER

Recital Costume Notices: Notices are given out.
Winter Recess: The school will be closed from Sunday, December 23rd through Tuesday, January 1st, 2019. Classes resume Wednesday, January 2nd, 2019. **HAPPY HOLIDAYS!**

JANUARY

Recital Costume Ordering: Costumes must be paid in full by Monday, January 7th, 2019.
2nd Semester Begins: January 28th, 2019

FEBRUARY / MARCH / APRIL

Recital Ticket Sales: TO BE ANNOUNCED
Spring Break: TO BE ANNOUNCED

MAY / JUNE

Picture Day: (See specific heading in this booklet) **TO BE ANNOUNCED**
Class Visitation: **TO BE ANNOUNCED**
Memorial Day: Monday, May 27th, 2019. The school will be closed.
Recital Dress Rehearsals and Annual Performances: **TO BE ANNOUNCED**

JULY

Summer Session

PLEASE NOTE: LISTED DATES ARE SUBJECT TO CHANGE.

CLASSES AVAILABLE

- Ballet • Pointe • Tap • Jazz-Traditional • Ballet/Tap •
- Ballet/Tap/Jazz • Modern • Pre-Ballet • Creative Movement •
- Musical Theater • Boys Hip Hop • Jazz/Hip Hop Fusion •
- Adult Workshops in Jazz, Tap, Ballet • Broadway Theater/Contemporary Jazz •

All of the above classes will be in session from September to June, on a semester basis. New students will be accepted into classes by director's approval (provided openings are available).

NOTE: Adult Workshops are on an 8 week session schedule.

PRIVATE CLASSES

Private Classes are available by request. Please contact the studio for further details.

DRESS CODE

PRE-SCHOOL CLASSES:

GIRLS - Pink Leotards, Pink Tights, Pink Ballet Slippers.

BOYS - White T-shirt, Sweat Pants, Black Ballet Slippers.

** Tutu's / skirts are Not Permitted **

BALLET/TAP 1 COMBINATION AND ALL BALLET CLASSES:

GIRLS - Black Leotard, Pink Tights, Pink Ballet Slippers, Black Tap Shoes (Must have elastic tie).

BOYS - White T-shirt, Black Sweat Pants, Black Ballet Slippers, Black Tap Shoes.

** Tutu's / skirts for Ballet/Tap 1 Class are Not Permitted **Girls Hair to be worn in a Bun for Ballet classes.**

BALLET/TAP/JAZZ COMBINATION CLASS:

GIRLS - Black Leotard, Pink Convertible Tights, Pink Ballet Slippers, Black Tap Shoes (Must have elastic tie).

BOYS - White T-shirt, Black Sweat Pants, Black Ballet Slippers, Black Tap Shoes.

** Tutu's / skirts are Not Permitted **

JAZZ, HIP HOP & TAP CLASSES:

GIRLS - Leotard/Convertible Tights/Unitard/Dance Pants & Dance Top (any color), Black Tap or Jazz Shoes.

BOYS - T-shirt, Sweat Pants (any color), Black Tap Shoes or Black Jazz Sneakers.

** T-shirts and Shorts for girls are Not Permitted **

MODERN CLASSES:

Leotard /Unitard/Dance Pants & Dance Top (any color). Convertible Tights/bare feet.

** T-shirts and Shorts for girls are Not Permitted **

MUSICAL THEATER CLASSES:

GIRLS - Leotard/Tights/Unitard/Dance Pants & Dance Top (any color), Black Jazz Shoes.

BOYS - T-shirt, Sweat Pants (any color), Black Jazz Shoes.

** T-shirts and Shorts for girls are Not Permitted **

NOTES:

1. HAIR MUST BE PINNED-UP OR SECURED BACK NEATLY FOR ALL DANCE CLASSES.
2. PLEASE CHECK WITH THE STUDIO FOR THE SPECIFIC STYLE OF BALLET, TAP, OR JAZZ SHOES REQUIRED PER CLASS LEVEL BEFORE PURCHASING ANY SHOES.
3. FOOD/DRINK ARE NOT PERMITTED IN THE STUDIOS OR WAITING ROOM WITH THE EXCEPTION OF A WATER BOTTLE.

REGISTRATION FEE - ALL CLASSES

There will be a non-refundable Registration Fee of \$35.00 per student to be paid at the time of the student's registration. (Each additional family member = \$30.00 per student.)

TUITION-ALL CLASSES

Students have the option of three (3) types of payment plans for the Fall and Spring semesters. They may pay for classes on a monthly basis, semester basis, or, if qualified, take advantage of our Family/Multi-Class Plan. The semester basis provides the student with a discount and therefore, each class must be purchased separately. To qualify for the Family/Multi-Class rate, there must be at least 2 registered students from a single family or a student must be registered in at least 2 classes. These rates and qualifications do not apply to private lessons.

All payments are non-refundable, non-transferable and no extensions granted.

TUITION PLAN - DANCE & MUSICAL THEATER CLASSES

	MONTHLY PAYMENT 1 CLASS/WK	18WK. SEMESTER 1 CLASS/WK	FAMILY/MULTI-CLASS PLAN RATE PER EACH CLASS <u>Month / Semester</u>
45 MIN. CLASS	\$68.00 (\$17.00)	\$297.00 (\$16.50)	\$64.00 / \$288.00 (\$16.00)
1 HOUR CLASS	\$72.00 (\$18.00)	\$315.00 (\$17.50)	\$68.00 / \$306.00 (\$17.00)
1 HOUR 15 MIN. CLASS	\$76.00 (\$19.00)	\$333.00 (\$18.50)	\$72.00 / \$324.00 (\$18.00)
1 1/2 HOUR CLASS	\$80.00 (\$20.00)	\$351.00 (\$19.50)	\$76.00 / \$342.00 (\$19.00)
30 MIN. POINTE CLASS	\$52.00 (\$13.00)	\$225.00 (\$12.50)	\$48.00 / \$216.00 (\$12.00)

TUITION - 8 WEEK ADULT WORKSHOP SESSIONS:

1 HOUR CLASS = \$144.00 PER 8 WEEK SESSION 1 HOUR 15 MIN. CLASS = \$152.00 PER 8 WEEK SESSION

NOTES: Registration Fee is due at initial sign-up. Discount rates DO NOT apply to 8 week Adult Sessions.

ALL FEES ARE NON-REFUNDABLE, NON-TRANSFERABLE AND NO EXTENSIONS GRANTED.

PAYMENT POLICIES:

- 1. The studio accepts payment by check or cash only.**
- 2. Semester Payments** are always paid in advance, every 18 weeks.
- 3. Monthly Payments** are always paid in advance and due on the **FIRST OF THE MONTH.**
- 4. 8 Week Adult Workshop Session Payments** are due the week prior to the first class of each new session.
- 5. Late Payments will be assessed a Late Fee of \$15.00 per balance owed. Late fees are assessed on the 15th of the month due.**
- 6. Returned Check Policy:** Once a bad check has been issued, the studio can no longer accept payment in the form of a check from that student. A \$35.00 returned check fee will be assessed.

ATTENDANCE POLICY

All students are expected to come to class and studio events **REGULARLY** and **ON TIME**. **Students arriving more than 15 minutes late for class may be refused attendance on that day. Students are not allowed to leave classes early without prior permission from the instructor.** Absence from class hampers the student's progress and the class progress. If a student is going to miss a class, we ask that you notify the studio by calling in advance of the class time. **Any student who misses 3 consecutive classes, without notifying the studio, or exceeds 5 absences in one 18 week semester will be dropped from the class, relieving the studio of any obligations or liabilities.** Students may schedule a make-up class to keep up with the progress of their own class, provided there is an available class, or schedule a Private Lesson, for an additional cost. Make-up classes are not allowed during the last week of classes prior to the annual performance or during parent visitation periods.

All 1st Semester Make-ups MUST be completed by SATURDAY, JANUARY 12th, 2019

All 2nd Semester Make-ups MUST be completed by SATURDAY, APRIL 27th, 2019

RE-SCHEDULED CLASSES

Due to inclement weather or observance of some holidays, some classes may be rescheduled. You will be notified by email or you can call the studio for additional information.

STUDENT DISMISSAL AND PARKING REGULATIONS:

No student shall be allowed to leave the premises at dismissal time unaccompanied by a designated adult unless a parent completes, signs and submits the studio's Dismissal Permission Form. Forms can be obtained from the studio by request. **Parking in the Fire Lane of the Chatham Mall is NOT PERMITTED and could result in a parking ticket.**

CLASS VISITATIONS

Student's parents may observe the child's class twice during the year. Notices will be distributed in advance of these dates.

1ST SEMESTER PARENT OBSERVATION: November 12th through November 17th, 2018

2ND SEMESTER PARENT OBSERVATION: TO BE ANNOUNCED (USUALLY IN MAY)

CONDUCT

Your pursuit of the arts should be an enjoyable and rewarding experience. To achieve this end, it is necessary to establish rules of conduct which everyone, staff and student, parents, family members and friends must willingly adhere to. Proper decorum must be maintained at all times both in the studio and at all studio related activities. Failure to do so could result in student dismissal, relieving the studio of any obligations or liabilities.

HEALTH

In order for dance classes and performances to be safe and enjoyable, students must be in good health. If, in our judgment, a student is not in good health and shows evidence that continued participation in our program may pose a risk to that student or other students, we reserve the right to suspend the student from further participation in the program pending receipt of written clearance from a physician who has examined the student within seven days of the date the clearance notification is written.

ANNUAL PERFORMANCE INFORMATION

Students and teachers alike look forward with much anticipation to the traditional Annual Performance, usually held at the end of the school year. This event provides the student with an opportunity to perform some of what they have learned on a stage with all of its effects.

While the Annual Performance is a very important part of our curriculum, participation is elective and the student (or parents of the younger students) choose whether or not they wish to participate. If you do participate you will be required to:

- A. Purchase a costume and all needed accessories.
- B. Attend **all** assigned rehearsals and assigned recital dates through completion.
- C. Attend at least 3/4 of your regular & extra (if any) class dates. Due to the nature of performing as a group, any student with excessive absences may be dropped from the Annual Performance, relieving the studio of any obligations or liabilities.
- D. Practice all given material.

COSTUME ORDERING

In order to make each recital a new and exciting performance, the teachers select new costumes every year. These costume orders must be placed early to ensure delivery; therefore, **all orders must be placed and paid for by Monday, January 7th, 2019 by 7:00 pm!!!**

Costumes are ordered in bulk to get the best possible discounts for our students and we cannot delay the order for late students. If your order is not received in time, you will have to pay an additional \$25.00 per costume for the single order plus shipping and handling costs.

It should be noted that costumes are not custom made and may require alterations!

ALL COSTUME SALES ARE FINAL! THERE ARE NO EXCHANGES OR RETURNS !!

PICTURE DAY

Picture day will be held in April/May (specific date to be announced). On this day, ALL students are invited to have a class and/or solo picture taken in costume and make-up, as a remembrance of the recital. Students will be notified of the exact day, time and location that their class is scheduled to attend.

All classes are scheduled to have their photos taken on this day. Being early or late can cause confusion. If you elect to attend, you **MUST** be on time! **Ordering and Payment Procedures will be distributed to each student prior to Picture Day.**

DRESS REHEARSALS

The Dress Rehearsals (**MANDATORY FOR ALL PERFORMERS**) are a complete run-through of the recital with all stage effects, etc. Everyone taking part in the recital **MUST** perform in all their dress rehearsals or they will not be allowed to participate in the performances. Please be aware that dress rehearsal can be a very long day, so it's best to plan your time accordingly.

Only performers and parents will be allowed in the auditorium during dress rehearsals.

The dress rehearsals are your only opportunity to take personal pictures and videos...ABSOLUTELY!!!

*NOTE** Dress Rehearsals are the last rehearsals before the performances.

RECITAL TICKET SALES

Approximately two months before the recital, tickets will go on sale. Please purchase tickets early to avoid disappointment, since tickets do sell fast.

In order to accommodate all our students, it may be necessary to limit sales on certain days. Everyone attending the recital must have a ticket.

Pre-school children, age 2 and under, will not need tickets if they sit on their parents laps.

SORRY -- NO EXCHANGES OR REFUNDS ON TICKETS.

SCHOLARSHIPS

The **MOST PROGRESSIVE STUDENT(S) AWARD** - This Scholarship is awarded to student(s) who have shown outstanding effort, dedication and progress throughout the year. Scholarships may also be awarded throughout the year and at the recital, as a result of the School Fund Raisers held throughout the year.

PROGRAM AD SALES CONTEST

The school will present an award on stage the night of the recital to the student who sells the most advertising in the **RECITAL PROGRAM**. The winner will receive a scholarship for a one hour class per week for the September to June school year.

TICKET SALES CONTEST

The school also sponsors a Ticket Sale Contest. The student who sells the most tickets will be awarded a scholarship for a one hour class per week, to be used during the upcoming year. Combining of tickets is **NOT** allowed and will cause the student to be **INELIGIBLE** for the Ticket Sales Contest prize.

ASSIGNED CLASS TIMES

CLASS	DAY	TIME	CLASS	DAY	TIME
CLASS	DAY	TIME	CLASS	DAY	TIME

Chatham Mall 650 Shunpike Road Chatham Township, N.J. 07928
Phone: 973-377-7535 Web: www.af-footnotes.com