

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 40 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 (the only exceptions are *Rhythm & Movement* and *Adult* classes). Please refer to the dress code list 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** so they stay clean, 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 shoes have been checked by ASB, 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, but can be identified if they are labeled!

HAIR, JEWELRY & SHOES:

- **In keeping with the traditions of dance, students must wear their long hair pulled back and up.** Please make a **secure ponytail** for Kinderdance, Primary Dance, and Jazz/ Tap/ Modern/ Contemporary/ Lyrical Dance classes. For **Ballet Level 1 and above**, girl's **Long Hair** must be secured in a **ballet bun** using hair elastics, bobby pins, and hairnets / crocheted bun covers. **Short hair** must be secured off the face, and boys' hair should be either neatly trimmed or pulled back for all classes. There are important practical reasons for this, as well as aesthetic ones. Learning fast dance turns with hair whipping into your eyes is dangerous! And as body alignment is critical in dance, 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 stud earrings, but no dangling earrings & no bracelets/ necklaces*).
- **Dance shoes may not be bought with a lot of "room to grow", as shoes that are too big are dangerous to the dancer.** **Jazz Shoes** and **Tap Shoes** should be secured so they do not come undone in class.

ENTERING THE LOBBY AREA...

We ask that you enter the lobby **quietly** and keep the noise level down while classes are in progress. In Sept. 2021, Face Masks must be worn in our building and in classes by anyone older than 2 years. Hand sanitizer will be used before and after each class or you may wash your hands in the bathroom just before/after class. We will continue to evaluate this situation during the year. Once class begins, parents may feel free to do any errands, and please return about 5 minutes before your child's class ends to pick her/ him up. Please do not congregate in our small lobby unless you feel that your young child needs you there.

OUR FACILITY:

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, nor 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 the allergies of some students.

* **Please** keep the dressing room tidy by **neatly folding** your outdoor clothes and placing them out of the way **inside a cubby**, or in another out of the way area, 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 and allow others to sit down and change.**

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

IF YOU ARE 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 a class for tardy students. Students who are late for class should change shoes, 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 focus of 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. Please know that this policy is ***not*** a disciplinary measure, but is done with the student's best interests in mind. Any 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 looking at you through the window, we ask you to please step back to allow them to focus on the class. Depending on the status of the pandemic, there may be 2 **Parent Peek Weeks** during the school year when a **parent** is 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 should be made up within one month of the week 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 which will help reinforce your dance technique. Please note that it is *your* responsibility to make up any missed classes. If you are confused, ask your teacher which class would be right for you to use as a make-up class, then email to make an appointment for the make-up. Always check in as a "make-up" student when you arrive for that class, by giving your name, and telling us 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. Please discuss your pick-up preferences with your student, so they know what to expect. Parents of 3 to 7 year olds (Preschool – grade 1) should 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 on our website under "**Studio Guidelines**". Please note that OUR studio "days off" do ***not*** always coincide with the academic school system's "days off".
- (2) Our dance curriculum is designed to build and expand throughout the entire school year, and a student will make the best progress by being consistent in attendance throughout the whole year.** Please refer to our website's "Studio Guidelines" and "Parent Information" for more information on our curriculum.
- (3) Tuition** for our classes is divided into 10 equal monthly installments for the 10-month school year, based on the number of hours per week in which a student is enrolled, and the hourly rate is discounted as a student takes more hours per week. **Please refer to our website's "Studio Guidelines" for more information on "Tuition Policies", withdrawal policies, and more.**