

DEPARTMENT OF DANCE EDUCATION



Performing Arts Center

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*Theater • Dance • Voice • Violin & Piano*

Studio Policy Handbook  
Fall 2020 / Spring 2021

Brunswick Studio

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## INTRODUCTION

Studio 48 Performing Arts Center was founded by Brunswick native Rebecca Beck in 1996. The concept for Studio 48 was inspired from her collaboration with the Chocolate Church Arts Stage in Bath, where she implemented their Children's Youth Theater program and served as their Music Director. Realizing a need for a venue focused on the development and cultivation of the artistic talent in our community, Rebecca relocated to Fort Andross in Brunswick in order to provide a space large enough to accommodate theater productions, recitals and private lessons. Together with running a music store and private studio at Senter's Place in Brunswick, she was eventually able to officially open the Studio 48 Brunswick location on Davis Street in 2001. With the Brunswick Studio acquiring a reputation for continued excellence in Performing Arts Education, Studio 48 celebrated in 2019 by expanding its reach to a second location in Yarmouth.

Now Studio 48 has become a thriving educational facility offering classes, workshops, and private instruction for children and adults in the performing arts. Our college-educated faculty boasts professionals who understand the importance of excellent training, dedication, and perseverance, as many are actively performing as well as teaching. The Department of Dance Education at Studio 48 dedicates its service to the continual education of dance excellence in today's community, maintaining a focus on developing skills necessary for success in the performing arts.

With over two decades of inspiring young artists, our students have gone on to participate in regional and national programs in every discipline of the performing arts. Notable Students from Studio 48 have graduated on to baccalaureate pursuits at such Colleges and Conservatories as: Juilliard School of Music, New England Conservatory of Music, Boston Conservatory, Boston University School of the Arts, Philadelphia School of the Arts, Emerson College, and Berklee College of Music. Additionally, students have continued sharing their love of the arts by opening private studios in different states and performing in notable orchestras and opera companies.

## PHILOSOPHY

We design our program to best suit the current needs of our community in Maine. Bringing together a nationally and internationally renowned faculty, Studio 48 is able to provide a unique educational opportunity, sharing the decades of performance experience of its instructors to that of the next generation. This direct lineage from teacher to student is a time honored tradition of the classical arts and one of historical significance. We seek to blend the wealth and experience of the past with the brightness and innovations of the future.

Our mission is to inspire a life-long love and respect for the arts in our students, our families, and our community. Studio 48 focuses its efforts on developing creativity, confidence and personal self-worth in each of its students. Our non-competitive approach to arts education provides positive reinforcement of life skills, such as discipline, learning methods, self-expression, and an appreciation for other art forms.

Classical arts are progressive, meaning they are a craft built from the foundation up. Constant,

consistent and repetitive practice is paramount in the creation of any respectable artist. Whether a student attends just for fun or with the intent to pursue a career as a performer, we maintain the same expert level of instruction. Acquiring the tools necessary to become a dedicated practitioner of the performing arts requires the methodical practice of technique, artistry, and musicality under the watchful eye of experts. Whether your goal is to understand better the arts, to participate recreationally or to become a professional artist, our teaching methods are designed to help you bridge that gap between the stage and reality.

## REGISTRATION

The annual Registration Fee for group classes is \$25.00. Registration for the year is ongoing from August 1<sup>st</sup>, 2020 until February 1<sup>st</sup>, 2021.

The annual Registration Fee is a one-time, non-refundable charge, that is valid throughout the Fall 2020 and Spring 2020 sessions. There is one \$25.00 charge for the first child registering; each additional member of the immediate family registers at an additional \$5.00 charge. The Registration Fee is due at the time of registration and serves as a monetary commitment to the tuition expectations as outlined in this handbook.

There is a reduced \$15.00 rate for the Fall and Spring Session Registration Fee for those students who attended group lessons during the 2020 Summer program. Once registration has been closed, permission from the instructor will be needed to gain acceptance to a class.

## TUITION

Tuition fees are calculated and made available at the time of registration. Tuition is non-refundable nor is credit extendable beyond the Spring Session, without express permission from the Board or the Artistic Director.

Automatic tuition payments will be made online through [Dancestudio-Pro.com](http://Dancestudio-Pro.com), and can be set up at time of registration. **All major credit cards are accepted** through this process.

Additionally, payments by checks are acceptable if the entire tuition for the session is being paid in full. Checks may be made payable to STUDIO 48 PAC. All Returned Checks will be assessed a \$25.00 Returned Check Fee. Payments through installments are considered upon special request and must be approved by the Artistic Director.

Please mail checks to Studio 48 Performing Arts Center, 20 Davis Street, Brunswick, ME 04011.

Students dropping classes before the end of the Fall Session are responsible for tuition up until the end of their 30-Day Notice. Students dropping classes before the end of the Spring Session are responsible for the entirety of the tuition for that session. Please review our STUDENT CANCELLATIONS section for further explanation.

YEARLY CALENDAR		
Fall Session		
Monday, September 14	Fall Session Begins	
Monday, October 12	Columbus Day	Classes Held
Saturday, October 31	Halloween	No Classes
Wednesday, November 11	Veteran's Day	Classes Held
Monday, November 23 – Sunday, November 29	Thanksgiving Week	No Classes
Saturday, December 19	Studio 48 Winter Gala	
Sunday, December 20 – Sunday, January 3	Winter Break	No Classes
Monday, January 18	Martin Luther King, Jr. Day	Classes Held
Sunday, January 31	Fall Session Ends	
Spring Session		
Monday, February 1	Spring Session Begins	
Monday, February 15	Presidents' Day	Classes Held
Monday, February 15 – Sunday, February 21	February Break	No Classes
Monday, April 19 – Sunday, April 25	Spring Break	No Classes
Monday, May 31	Memorial Day	Classes Held
Saturday, June 12	Studio 48 Performance Showcase	
Sunday, June 13	Spring Session Ends	

## ENROLLMENT

Studio 48 encourages students to join with the intent of actively participating in both sessions. Lessons are systematically structured to build from week to week, and to advance from the Fall to Spring. Commitment to the entirety of the season best enables the student to progress forward in his or her arts education, and to meet the developmental growth objectives for the class.

Classes are limited to a twelve student maximum to ensure the greatest learning potential for each student. Classes of more or less than twelve students are allowed and continued at the Artistic Director's discretion. All classes with less than four students registered will be considered by Studio 48 for cancellation. Students already registered for Canceled Classes will receive an advisory for alternative placement.

Class schedules and descriptions are guidelines to help ensure the proper placement for the student. Studio 48 reserves the full right to adjust, to alter or to adapt scheduling outlines and class descriptions in order to better meet the needs of the class. Please see LEVEL and PLACEMENT for more information.

## ADMISSION

Studio 48 PAC welcomes and admits students of any race, color, national or ethnic origin, religion, ancestry, gender, gender identity or expression, sexual orientation to all of the rights, privileges, programs, and activities generally accorded or made available to students of this school.

## DISMISSAL

Studio 48 PAC reserves the right to dismiss students for non-compliance regarding rules, or conduct deemed damaging to other students, teachers, or facilities. Willful or negligent damage by students or their families to the facility or properties within and/or around the facility is the responsibility of the student/family. Repair or replacement costs must be paid by anyone responsible.

## ATTENDANCE

Regular attendance is expected. The development of any artist is directly proportionate to the consistent and cognitive effort expressed in class. This coupled with positive reinforcement will ensure the student is getting the most out from his or her time at Studio 48.

Please try to arrive no more than 5-10 minutes early to the start of class in order to warm-up, change and prepare for that day's lesson. No classes will be held waiting for tardiness. Late arrivals must follow the expectations of the teacher when preceding with class.

Prolonged Absences of more than two weeks in any given month are a concern. Studio 48 will reach out to the family to better understand the circumstances and reasons for these absences.

## MAKE-UP POLICY

If you are aware that you are unable to attend a lesson, please inform the instructor so that he or she can make appropriate notes for the absence. Excused Absences will be allowed to make-up the missed lesson by taking an additional class in any style that is equal to or less than the level that is appropriate for that individual student. Excused Absences include severe or prolonged illness, unexpected emergency, necessary appointments, and other extenuated circumstances. Attending an additional class as a Make-up must be brought to the attention of that instructor before the beginning of the lesson.

Excused Absences are not creditable as Make-ups to sessions beyond the current session, nor are they redeemable as a financial reimbursement.

Cancellations by the studio either for inclement weather or unforeseen circumstances will maintain the same Excused Absence Policy. The number of classes missed can be credited to take additional classes in any style that is equal to or less than the level that is appropriate for that individual student. In the event that additional classes will be needed to compensate for canceled classes, the studio may hold

lessons during February or April break. These will serve as the Make-up, and no additional Excused Absences will be given.

## WEATHER CANCELLATIONS

In the event of inclement weather, Studio 48 follows the decision of the public school system for each location: YARMOUTH SCHOOL DISTRICT for the Yarmouth Studio and BRUNSWICK SCHOOL DISTRICT for the Brunswick Studio. Additionally, news of Weather Cancellations will be delivered through e-mail, standard messaging services, and through our social media platforms.

Prolonged cancellations of classes by Studio 48 due to severe weather conditions may result in the consideration of additional Make-up classes. These will be scheduled with concern to the convenience of most involved, but are ultimately up to the discretion of the Board and the Artistic Director.

Extended or Mandatory Cancellations due to Natural Disasters (such as the COVID-19 outbreak), will be supplemented through Virtual Lessons. The degree and terms of the supplemental classes will be determined based on the decisions of the Board and the Artistic Director. Studio 48 commits itself to continuing its educational process to whatever degree possible, and therefore NO REFUNDS will be given.

## STUDENT CANCELLATIONS

Studio 48 considers Terminations of Enrollment extremely serious, and understands that each situation needs to be considered individually. Whether the issue be financial, scheduling or other, please address your concerns to the Artistic Director. Open communication is essential to avoid an escalating or irreparable situation. We, as an organization, will seek to provide every opportunity available to help rectify the problem.

Before the BEGINNING OF THE SPRING SESSION:

If Termination of Enrollment is desired before the end of a session, Studio 48 requires a **30-day Written Notice**. During this 30-day period, the student is considered an active participant in all enrolled classes and activities, and any outstanding Tuition during this time will be assessed to the student's account.

After the BEGINNING OF THE SPRING SESSION:

Most preparation for our end-of-the-year Performance Showcase begins at the end of our Fall Session. The removal of one student causes the adaptation and adjustment of choreography, musicality, and staging, which is disrupting to the efforts of the other students, the instructors and the studio. For this reason, Families wishing to terminate enrollment after the on-start of the Spring Session will be held responsible for the full tuition amount of the entire Spring Session, including any additional fees expected from prior commitments held during the Spring Session. As a consideration, please notify the Artistic Director in writing immediately.

## HEALTH CONCERNS

Dance is a physical sport, and Studio 48 takes every precaution to ensure the safety and continued safety of its students. Our faculty is well-educated and experienced about injuries and injury prevention, but none are certified medical professionals. We cannot and will not diagnose or provide treatment to a student who has an injury.

You must notify the instructor immediately of any illness or injury which may affect your ability to safely continue dancing. Depending on the nature of the injury or illness, Studio 48 may request an evaluation by the student's physician with recommendations for continued study. Students with an injury may participate in class only within the guidelines outlined in the physician's recommendation.

The Tuition of students whose injuries require prolonged recovery times will be reassessed depending on the specific situation. Considering the needs of the student, the family and Studio 48 may lead to the allowance of excused absences or tuition leniency as forms of compensation.

Any student known to have Pre-existing Conditions or concerns must provide written recommendations and/or explanations from his or her physician regarding movement restrictions. These areas of concern must be made known to each instructor. It is the responsibility of the student to make sure the instructor is made clearly aware of any Pre-existing Conditions that may affect teaching methods, choreographic construction, or the execution of dance steps.

Weight disorders must be monitored by a physician. Students experiencing weight or eating disorders may be asked not to participate in certain exercises until it has been deemed safe again for the student by an accredited physician or specialist.

Students experiencing symptoms of communicable diseases (e.g. flu, common cold, etc.) should remain at home until the contagion becomes nontransferable and social interaction is again acceptable. In this instance, absence from a lesson is considered an Excused Absence. Please see the MAKE-UP POLICY for protocol.

## LEVEL and PLACEMENT

Studio 48 uses the expertise of its faculty to discern appropriate placement in order to create the most constructive learning environment for each individual student and for the entire class. For this reason, levels should be perceived as a general evaluation of the student's current degree of knowledge and comprehension with the expectation that he or she will master and develop new skill sets over the year.

The evaluation of placement by our faculty takes numerous factors into account, including age, past experience, physical abilities and limitations, mental maturity, growth potential, and the overall expectations of the students and family. Studio 48 reserves the right to adjust a student's level throughout the year depending on the educational experience most suitable for the student.

(continued on the following page)



Ages are a concerning factor for placement, but do not necessarily dictate the most appropriate level. For this reason, the ages corresponding to each level are merely suggestions and should not be viewed as a direct reflection on a student's abilities or possibility for progress.

The suggested ages in regards to level are:

- Pre-Kinder (P): 3-4 years
- Kinder (K): 5-7 years
- Level I: 8-12 years
- Level II: 13 years minimum
- Beginner Ballet: 8-9 years
- Ballet Level I: 10-12 years
- Ballet Level II: 13 years minimum
- Demi-Pointe: 10 years minimum
- Musical Theatre (MT): 12 years minimum
- Adult: 18 years minimum

Students or families dissatisfied with their current placement are welcome to express concerns to the Artistic Director. Studio 48 will do its best to provide ample opportunities for a student to reach his or her goals; this may include permission to enroll in levels below and above the student's current placement or offer private coaching instruction to focus in on the specific needs of that student.

## DANCEWEAR

Studio 48 requires appropriate attire for all dance classes taught. These specific requirements enable the dancer to express each movement fully and correctly, without dangerously adapting movements due to poor attire design or non-stretchable fabrics. Additionally, these requirements enable the instructor to properly attend to the alignment of the student and the execution of each dance step. The requirements for each specific discipline are detailed under its associated class EXPECTATIONS.

Studio 48 is fortunate to collaborate with Petit Jete, a dance boutique located in downtown Brunswick. All approved Dancewear and accoutrements are made available for purchase at their shop. Please let them know your affiliation with Studio 48, and they will direct you accordingly.

Petit Jete  
124 Maine Street, #19  
(207) 370-7891  
[www.petitjetedance.com](http://www.petitjetedance.com)

Studio 48 highly recommends having a Dance Bag to store all things related to dance in one, organized space.

All students are expected to be in class dresscode by the end of September. Further information in regards to Dresscode and Class Expectations can be found on the following pages. It is divided by discipline for your convenience.

**KINDER and PRE-KINDER EXPECTATIONS**

Classes created for our youngest dancers are designed to inspire, to reinforce and to nurture a love for the performing arts. These classes are created to lay the foundations of movement, coordination, musicality and artistic expression. Please see GENERAL RULES for a further list of classroom expectations. Items listed under CLASSROOM ETIQUETTE do not apply to this level.

<u>Dresscode:</u>	<p>Here is a general outline for attire that is approved for the Kinder and Pre-kinder levels. Please see the instructor for specifics before purchasing attire. Performances may require certain shoes or tights for uniformity.</p> <p>Tap/Ballet:</p> <p>Girls:</p> <ul style="list-style-type: none"> <li>• Leotard</li> <li>• Leggings, Capri Leggings or Pink/White Tights</li> <li>• Socks and Black Tap Shoes</li> <li>• Pink/White Leather Ballet Slippers</li> </ul> <p>Boys:</p> <ul style="list-style-type: none"> <li>• Tank or Tee-Shirt</li> <li>• Jazz Pants</li> <li>• Socks and Black Tap Shoes</li> <li>• White Leather Ballet Slippers</li> </ul> <p>Creative Movement:</p> <p>Girls:</p> <ul style="list-style-type: none"> <li>• Leotard or Tee-shirt</li> <li>• Leggings, Capri Leggings</li> <li>• Pink Leather Ballet Slippers</li> </ul> <p>Boys:</p> <ul style="list-style-type: none"> <li>• Tank or Tee-shirt</li> <li>• Jazz Pants</li> <li>• Leather Ballet Slippers</li> </ul>
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Hair MUST be pulled back and secured away from the face; ladies can maintain their hair in

**JAZZ, TAP, and MUSICAL THEATRE EXPECTATIONS**

Instrumental in the development of rhythm and musicality, Jazz and Tap have historical precedence in shaping the stages of Broadway and the silver screen. These courses are specifically geared to artists interested in developing their musicality and rhythmic isolation. Please see further expectations under CLASSROOM ETIQUETTE and GENERAL RULES.

<u>Dresscode:</u>	<p>Jazz and Musical Theatre:</p> <p>Girls:</p> <ul style="list-style-type: none"> <li>• Solid Coloured Fitted Top</li> <li>• Solid Coloured Leggings, Capri Leggings, or Jazz Pants</li> <li>• Socks and Black Jazz Shoes</li> </ul> <p>Boys:</p> <ul style="list-style-type: none"> <li>• Solid Coloured Tank or Tee-shirt</li> <li>• Solid Coloured Jazz Pants</li> <li>• Socks and Black Jazz Shoes</li> </ul> <p style="text-align: center;">Musical Theatre: Please have Leather Ballet Slippers for MT BALLET.</p> <p>Tap:</p> <p>Girls:</p> <ul style="list-style-type: none"> <li>• Comfortable Wear (that does not hinder movement)</li> <li>• Socks and Black Tap Shoes</li> </ul> <p>Boys:</p> <ul style="list-style-type: none"> <li>• Comfortable Wear (that does not hinder movement)</li> <li>• Socks and Black Tap Shoes</li> </ul>
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## HIP HOP EXPECTATIONS

Influenced by the rhythmic structure and down to earth movements of African Dance, early Hip Hop originated in the streets of New York in the 1960s as a popular means of movement exploration independent from academia. Our classes are designed to integrate the free spirit and expressiveness of Hip Hop with an informal yet systematic approach to learning. Please see further expectations under CLASSROOM ETIQUETTE and GENERAL RULES.

<u>Dresscode:</u>	Girls: <ul style="list-style-type: none"> <li>• Solid Coloured Tank or Tee-shirt.</li> <li>• Solid Coloured Leggings, Capri Leggings, or Stretchable Pants</li> <li>• Socks and Clean, Dry Sneakers</li> </ul> <u>Hair</u> MUST be away from the face	Boys: <ul style="list-style-type: none"> <li>• Solid Coloured Tank or Tee-shirt</li> <li>• Solid Coloured Jazz Pants or Stretchable Pants</li> <li>• Socks and Clean, Dry Sneakers</li> </ul>
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## MODERN EXPECTATIONS

Developed in the early twentieth century, classical Modern techniques were created by the artistic innovations of such choreographers as Isadora Duncan, Ruth St. Denis, Ted Shawn, Martha Graham, José Limón, Merce Cunningham, and Lester Horton. Our Modern classes are designed to enrich the artistic grounds for movement exploration and choreographic improvisation. Please see further expectations under CLASSROOM ETIQUETTE and GENERAL RULES.

Specifics:	<u>Tardiness</u> is strictly reviewed. There is a three combination rule; those who arrive after the third combination will be asked to observe the remainder of that lesson.	
	<u>Warm-ups</u> may be worn in class under certain circumstances and with the approval of the instructor. Some leniency may be give to students nursing an injury. During the winter months, we understand that the studio may be cooler than expected, and the addition of warm-up clothing may be preferred.	
<u>Dresscode:</u>	Girls: <ul style="list-style-type: none"> <li>• Black Leotard</li> <li>• Black Leggings, or Footless Tights</li> </ul> <u>Hair</u> MUST be pulled back and secured away from the face; ladies can maintain their hair in either a bun or ponytail.	Boys: <ul style="list-style-type: none"> <li>• Black Tank or Tee-shirt</li> <li>• Black Leggings, or Footless Tights</li> </ul>

## CLASSICAL BALLET EXPECTATIONS

Arguably founded in 1661 by King Louis XIV of France and his establishment of *L'Académie Royale de Danse*, Classical Ballet is the precursor to all other dance forms. Rooted in discipline and time-honoured traditions, our Classical Ballet programme builds the strength and form to develop a successful dancer. Please see further expectations under CLASSROOM ETIQUETTE and GENERAL RULES.

## CLASSICAL BALLET (continued)

Specifics:	<p><u>Tardiness</u> is strictly reviewed. There is a three combination rule; those who arrive after the third combination will be asked to observe the remainder of that lesson.</p> <p><u>Warm-ups</u> may be worn in class under certain circumstances and with the approval of the instructor. Some leniency may be given to students nursing an injury. During the winter months, we understand that the studio may be cooler than expected, and the addition of warm-up clothing may be preferred.</p>		
<u>Dresscode:</u>	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Girls:</p> <ul style="list-style-type: none"> <li>• Black Leotard</li> <li>• Black Skirt</li> <li>• Pink Tights (footed or convertible)</li> <li>• Pink Leather Ballet Slippers w/ satin ribbons</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <p>Boys</p> <ul style="list-style-type: none"> <li>• White Fitted Tee-shirt</li> <li>• Black Tights (footed or not footed)</li> <li>• Dance Belt</li> <li>• White Socks</li> <li>• White Leather Ballet Slippers</li> </ul> </td> </tr> </table> <p>Demi-pointe and Pointe:</p> <ul style="list-style-type: none"> <li>• Classical Ballet attire.</li> <li>• Fitted Demi-Pointe Shoes or Pointe Shoes, with ribbon and elastic.</li> </ul> <p><u>Hair</u> MUST be pulled back and secured away from the face; ladies MUST wear their hair in a neat and strict bun, including the use of Hairnets, Elastic Ties and Bobby Pins.</p>	<p>Girls:</p> <ul style="list-style-type: none"> <li>• Black Leotard</li> <li>• Black Skirt</li> <li>• Pink Tights (footed or convertible)</li> <li>• Pink Leather Ballet Slippers w/ satin ribbons</li> </ul>	<p>Boys</p> <ul style="list-style-type: none"> <li>• White Fitted Tee-shirt</li> <li>• Black Tights (footed or not footed)</li> <li>• Dance Belt</li> <li>• White Socks</li> <li>• White Leather Ballet Slippers</li> </ul>
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<u>Pointe Policy:</u>	<p>Due to the rigorous intensity that dancing <i>sur les pointes</i> involves, Pointe readiness requires thorough and careful assessment of each dancer's personal strength, stamina, and physique, as well as technical habits and abilities. The prerequisites for the Privilege of Pointe Work include:</p> <ul style="list-style-type: none"> <li>• Minimum age of 12 (may be waived depending Instructor's recommendation)</li> <li>• At least one year of consistent demi-pointe training</li> <li>• Minimum two Ballet classes a week, and one technique class (e.g. Modern or Jazz)</li> <li>• Steady attendance and active participation</li> <li>• Physical strength of the feet, ankle, knees, and hips</li> <li>• Proper alignment of the torso and back</li> <li>• Appropriate level of growth plate development</li> <li>• Passing grade on Ballet Vocabulary and Preparatory Pointe Work Exam.</li> </ul> <p>Ultimately, the Privilege of Pointe Work will be assessed through an examination by the Classical Ballet instructor, and awarded with final approval by the Artistic Director. If considered eligible for Pointe work, the student will receive the next steps to fitting and acquiring pointe shoes for lessons.</p> <p>New, Transfer, and Concurrent students must meet the requirements above and/or permission must be granted by the Classical Ballet instructor and/or the Artistic Director to begin practicing Pointe work.</p> <p>Studio 48 reserves the right to retract the Privilege of Pointe Work at anytime in order to maintain the safety of the student.</p> <p>Demi-pointe shoes will be made available through Petit Jete, however DO NOT purchase pointe shoes until approved by the Artistic Director. Information on how and where to buy pointe shoes will be given once the student has earned the Privilege of Pointe.</p>		

## ADULT EXPECTATIONS

These courses are made available to all adults who desire to continue their dance education, whether for fun, for exercise or for technique maintenance. Please see GENERAL RULES for a further list of classroom expectations.

Specifics:	<u>No prior experience is needed.</u> These classes are designed for any level, and can adjust to the needs of those participating.
Dresscode:	Adult classes are not required to maintain a specific Dresscode. Here is a suggested guideline: Women: <ul style="list-style-type: none"> <li>• Fitted Top</li> <li>• Leggings or Jazz Pants</li> <li>• Appropriate shoes for the style</li> </ul> Men: <ul style="list-style-type: none"> <li>• Tank or Tee-shirt</li> <li>• Leggings or Jazz Pants</li> <li>• Appropriate shoes for the style</li> </ul>

## CLASSROOM ETIQUETTE (for Levels I and II)

Discipline and Etiquette are the cornerstones of a proper Dance Education. Studio 48 aims to cultivate well behaved students, who are attentive of social etiquette and its expectations in and outside of the dance studio.

Different dance techniques require different forms of etiquette, and will be dictated by the instructor, but an outline of common cross-disciplinarian rules includes:

- Arrive no more than 5-10 minutes early to your class. Be prepared to begin promptly at the start of class. Hair, attire, and shoes should be ready BEFORE the beginning of class.
- Inform the teacher of any injuries or adjustments you may need to make before the beginning of the class.
- All students should attend class in the appropriate dancewear and footwear. It is the students responsibility to come prepared for the lesson.
- Hair must be ready before the beginning of class and must meet the expectations of the dresscode specific to that discipline.
- Please refrain from wearing excessive jewelry, perfume or body spray and articles displaying inappropriate messages.
- Personal hygiene is an important aspect of a healthy body and a healthy environment. Please maintain routine application of common hygiene practices (e.g. deodorant).
- Unless otherwise noted, it is expected to maintain dresscode from the beginning of the lesson until its end.
- Pay attention to your instructor when combinations are given. The instructor should not have to repeat the exercise because you were not being attentive.
- Talking is distracting. If you have a question, wait for the appropriate time to raise your hand and ask.
- Wait patiently, yet attentively for your turn to cross the floor. You can learn a lot by watching the other students.

- Do not leave or sit down without asking for permission. This includes using the restroom facilities. It is generally understood if you sit down for the class, you are sitting down for the remainder of the class. You can not pick and choose your combinations.
- When arriving late, wait for the end of the combination and the instructor's acknowledgment before asking permission to join the class.
- Plan to stay for the entire class. If you must leave early due to other commitments or emergencies, please inform the instructor respectfully at the beginning of class. Leave the class discretely, thanking them for the lesson before you depart.
- Always thank the instructor for the lesson before you leave.
- Be courteous and respectful of others. We all have talents and we all have weaknesses.
- Demonstrate good spacial awareness and spread out to avoid hurting yourself or others.
- Always try your best. Remember we are not looking for perfection we are looking to make you the best artist you can be.
- Change from your practice attire to your street clothes before leaving the studio.

The instructor may have additional expectations for the conduct in his or her classroom, which will be made known to you. You must abide by these. Failure to abide by studio etiquette may result in punishments determined by the degree of offense and the instructor's discretion.

#### GENERAL RULES (all levels)

1. Street Shoes are not allowed in the studio. Please refrain from using outdoor shoes on our studio floors. Conversely, Dancing Shoes are not to be worn outside the studio space. Please keep any sneakers used for Hip Hop or Jazz classes clean and dry.
2. Absolutely NO chewing gum in the studio.
3. Cellphones should be turned off or silenced before the beginning of class.
4. Label your belongings and personal items in order to help keep all possessions together.
5. Food or Beverages (other than water) are not allowed to be consumed in the studio space. Please refrain from excessively smelly foods, and be respectful when eating foods with common allergens.
6. Students and parents using the dressing rooms are responsible for maintaining its cleanliness and tidiness. Please be considerate of those using it after you, take all belongings with you.
7. No Running or inappropriate Horseplay. You must treat the studio respectfully.
8. Please keep hands and body away from mirrors.
9. Leave all valuable possessions at home. Studio 48 is not responsible for items lost or broken.
10. Use of studio computers is OFF LIMITS to all students.
11. Refrigerators and microwaves are available to students and parents, if maintained clean.
12. Studio 48 reserves the sole right of capturing photography or videography for the use of advertising or educational record. Please do not film or take pictures of the students while lessons are in session.

## CONCURRENT STUDY

Concurrent Study will be allowed only with the explicit permission of the Artistic Director. All students wishing to study concurrently must inform their instructors and the Dance Department in writing of their involvement and commitments to other studios to avoid conflicting schedules. Studying multiple techniques under multiple instructors in the same discipline can be productive or counterproductive depending on many factors. For this reason, Studio 48 expects full disclosure of any student pursuing Concurrent Study.

## MASTER CLASSES

Throughout the year, Studio 48 and the Department of Dance Education will offer Master Classes and Master Class Series. These classes are offered and highly recommended as supplemental, cross training to the students' core curricula. Do highly consider these focused lessons as opportunities to expand your technique, dance knowledge and experience. Age restrictions and abilities do apply.

Master Classes and Master Class Series are independent of the academic curricula. Costs and Fees associated with any Master Class are independent of and in addition to the student's regular tuition. Studio 48 requires a deposit of 1 class cost for each Master Class and/or Master Class Series at the time of Registration. Students already registered for the Fall and Spring seasons will not be required to pay an additional registration fee for partaking in a Master Class. Non-Studio 48 students will be charged a \$5.00 (Master Class) or \$10.00 (Master Class Series) non-refundable Registration Fee.

## PRIVATE LESSONS

Studio 48 understands how one-on-one instruction and coaching can greatly benefit students. Private Instruction is an excellent way to incorporate developmental goals for any student by tailoring lessons to specific areas of immediate interests or needs. Whether you are looking to improve your technical bravura, to focus on artistic nuances or to acquire the tools to reach your fullest potential, Studio 48's instructor make their services readily available.

Private Lessons and/or Coaching are scheduled directly with the instructor. Please contact the Department of Dance Education at [studio48pac@gmail.com](mailto:studio48pac@gmail.com) to acquire the best form of contact for each instructor. The rates and fees associated with Privates Lessons are determined by the instructor and the services rendered and are paid directly to that instructor. Students not affiliated with Studio 48 must sign a Waiver of Liability and should read through the Handbook in regards to studio rules and expectations.

## PERFORMANCES

Studio 48 is foremost a Performing Arts Center, and seeks to provide numerous performance opportunities throughout the year. Partaking in these performances is a special privilege and requires

absolute commitment. Please consider the expectations fully before committing to any performance produced by Studio 48.

The end of the year Performance Showcase is a unique opportunity to demonstrate the students' growth and development. The Department of Dance Education presumes that every student registered for the Fall and Spring Sessions has committed to participating in the showcase. Those who do not wish to participate must clearly express their withdrawal in writing to the Artistic Director before February 1<sup>st</sup> 2021. Students failing to do so may be responsible for losses appropriated by costume expenses.

## PERFORMANCE EXPECTATIONS

Studio 48 expects the same degree of concentration and dedication in the classroom as it does on the stage. Performances are rehearsed and repeated in order to obtain a certain level of professionalism. We view every Performance Opportunity as a representation of our studio, our instructors and our students.

### General Rules:

- Arrive at the performance venue earlier than Call for all rehearsals and performances.
- Spend free time warming up, reviewing choreography, and becoming mentally prepared for the performance.
- Find an area in the changing room to designate as your space and keep all belongings there.
- Prepare Costumes in an organized and sequential order.
- Between costume changes, return all items from the prior costume to its secure hanger. In the event of a quick change please make a Volunteer aware that you require assistance.
- Bring sufficient and healthy snacks and liquids to sustain you throughout the day.
- Double check all belongings are returning home with you before leaving the performance venue.

Details regarding performance times, scheduling and location will be made available once determined.

## COSTUME FEES

Studio 48 charges a Costume Fee for each piece performed by the student. This rate is adjusted depending on the number of costumes required. The initial fee for costumes as well as the cost for each subsequent costume is provided at the time of Registration. By signing the registration form the student is committing to the Performance Showcase and is expected to pay the associated Costume Fees, unless the student has clearly expressed in writing his or her withdrawal from participation as outlined under PERFORMANCES.

The summation of the Costume Fees is non-refundable and is due by March 1<sup>st</sup>, 2021.



## COSTUME EXPECTATIONS

Costumes are under the sole responsibility of the student once distributed by Studio 48. The student must maintain order of all allocated head pieces, costumes, accoutrements and props specific to the performance piece. All tights, dance shoes and necessary make-up for the performance must be kept pristine and readily available for the performance, and following performances when applicable. Please check to make sure you have every article needed before heading to the performance venue.

### General Rules:

- Maintain labels that include all items associated with that costume.
- Label each item clearly, but discreetly, with the name of the student.
- When in costume do not drink colored beverages or consume messy foods.
- Keep hands away from hair and face to avoid spreading make-up or hairspray.
- Check your costume for tears, rips or issues.
- Make sure you are wearing all pieces and accoutrements before entering backstage.

Similar to classroom expectations, all costumes, make-up and props must be removed and properly packed up before leaving the theater. Studio 48 respects the performing arts and the magic created by stage, therefore Students are required to return to regular attire and face make-up before leaving the backstage area.

## OWNERSHIP RIGHTS of INTELLECTUAL PROPERTY

Our faculty has acquired its mastery and expertise through years of study, practice and execution. The result of this has been a collective shaping of our dance technique, dance theory, methodology, choreography, musicality, pedagogy, philosophy, and ethics; all of which is considered Intellectual Property and remains the sole privilege of Studio 48 and its instructors. For this reason, no unauthorized repetition, recording, or representation of this material will be tolerated without the permission of the Board and the Artistic Director.

## OFFICE HOURS and CONTACT INFORMATION

All inquires can be directed here: [office@studio48pac.com](mailto:office@studio48pac.com).

Studio 48 can be contacted through e-mail at anytime and is the preferred method of communication. We do not accept calls during scheduled class times, please consider accommodating all calls during the daytime before lessons begin. Please leave a voice mail and we will return your call shortly.

General Inquiries  
[office@studio48pac.com](mailto:office@studio48pac.com)  
207.798.6966

Department of Dance  
[studio48pac@gmail.com](mailto:studio48pac@gmail.com)

Russell Hewey, Artistic Director  
[rhewey@studio48pac.com](mailto:rhewey@studio48pac.com)  
207.240.1701

We are happy to welcome you to the Studio 48 family!