



Tap 'n Arts

DANCE STUDIO

We teach more than dance

STUDENT HANDBOOK

2015 – 2016

tapnarts.com | info@tapnarts.com | (717) 652-1476

6003 Jonestown Road, Harrisburg, PA 17112 – Security Code: 7105*

The policies, procedures, dates, times and fees in this student handbook are subject to change at any time without prior notice. Stay tuned to our Website, tapnarts.com, for all the most current information on all policies, procedures, dates, times and fees.

Welcome to the Tap 'n Arts Dance Studio, of Harrisburg, PA

Since September 1990, we've provided dance and acting training to students of all ages, levels and abilities. We teach more than dance. We strive to help students learn proper techniques, gain confidence and lasting friendships in a nurturing, noncompetitive environment. We give students the opportunity to be creative, original and express themselves through the performing arts.

Classes Offered

- Acting: 5 – 18 years
- Ballet: 3 – 18 years
- Contemporary: 12 – 18 years
- Creative Movement: 2 years only
- Hip-Hop: 5 – 18 years
- Jazz: 3 – 18 years
- Musical Theatre: 5 – 18 years
- Pointe*: 12 – 18 years
- Tap: 3 – 18 years
- Triple Threat: 3 – 7 years
- Adult Hip-Hop, Adult Tap and Zumba® Fitness: 18+ years

**Pointe students must also be enrolled in Ballet during the same dance season.*

Registration

Our annual registration fee is \$25 per student or \$40 per family. Registration cannot be prorated, refunded or transferred.

Tuition

Tuition is due the first class of each month. We only guarantee 32 lessons per class per season. A full month's tuition is due September 2015 – May 2016 and does not vary due to the number of classes per month. Tuition cannot be prorated, refunded or transferred.

- \$38 per class per month for each class up to 45 minutes
- \$40 per class per month for each 60 minute class
- \$48 per class per month for each 90 minute class

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Costumes

All costumes must be paid in full by Saturday, November 21, 2015. Each student performing in our annual dance show, Steppin' Out '16, is responsible for purchasing a costume for each routine they perform. Costumes must be paid in full before received. Costumes cannot be prorated, refunded or transferred.

- \$65 per baby/toddler-size
- \$80 per child-size
- \$90 per teen/adult-size

Costumes are ordered only when they are paid in full. There is a minimum charge of \$20 per costume if paid in full after Saturday, November 21, 2015, and will not be guaranteed for our Picture Days.

Performance and/or Advertisement Fees

All performance and/or advertisement fees must be paid in full by Wednesday, April 20, 2016. Each student performing in our annual dance show, Steppin' Out '16, must pay a mandatory performance fee and/or sell the equivalent in program booklet advertisements. Performance and advertisement fees cannot be prorated, refunded or transferred.

- \$50 per student
- \$100 per Faculty Assistant*

**Faculty Assistants performing in the opening routine of our annual dance show, Steppin' Out '16, must pay an additional \$50 performance fee (\$100 total) to cover the cost of choreography rather than paying additional tuition.*

Fees

- \$5 – minimum – per class late fee for all tuition payments received after the 15th of each month.
- \$20 – minimum – per costume shipping and handling fee if paid after November 21, 2015.
- \$25 – minimum – for each check returned due to insufficient funds.

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Payments

Make all studio-related checks payable to: Tap 'n Arts

Payments can be made at the studio office or mailed to our home office...

Tap 'n Arts, c/o Kristin F. Petrou, 4439 Mars Ave, Harrisburg, PA 17112

Refunds

All registration, tuition, costumes, shoes, merchandise, performance, advertisements, tickets, convention, competition fees, etc. cannot be prorated, refunded or transferred.

Class Enrollment, Placement & Levels

Enrollment is accepted on a first come, first served basis. Placement is highly individual and based on age, ability, confidence and development of self-esteem. Students not meeting minimum class level requirements will remain in their current class or placed in a lower level. If class enrollment quotas are not met, it may be combined with another class for that particular dance season.

Some students and parents may compare their progress, or class placement, to another student. Looking to other students for inspiration is good, however, making negative comparisons or comments could result in issues far beyond the original concern. Be assured that our faculty discuss students' progress and placement throughout the season.

Attendance

All students should be on time for their class and maintain good attendance. Students who frequently miss class may not be permitted to participate in studio related activities or events (classes, conventions, competitions, performances, shows, etc). If absent or late, please be courteous by calling the studio office as soon as possible at (717) 652-1476.

All students should remain home if they have a temperature of 100 degrees Fahrenheit or higher; severe cold with fever, frequent sneezing, coughing or drainage; unidentified rash; ear or throat infection; vomiting; bronchitis; pneumonia; impetigo; diarrhea; or other contagious or communicable disease (including, but not limited to, measles, pink eye, chicken pox, lice, etc).

Parking, Drop-off & Pick-up

Please refrain from parking, dropping off or picking up your student alongside the curb just outside our main doors. We highly recommend parking in the designated areas towards the back of the building and walking your student to and from their classroom door. If parking is limited in these areas, please park in front of the Advanced Hoops entrance. The safety of our students, parents, family, friends and staff is always at the utmost importance to us.

Security Code: 7105*

The owners of the building, New Love in Christ Church, extended their Follow Me daycare into our hallway. In doing so, they added an active keypad to the entrance of our hallway. Our security code: 7105*

Student Pick-up

All students are to be picked up outside of their classroom immediately after their last class. If a student's ride is running late, please call the studio office immediately at (717) 652-1476.

Cancellations & Closures

We follow the Central Dauphin school district operating schedule for closings and early dismissals due to inclement weather. Notification of cancellations and closures will be made via our e-mail list, Facebook, Twitter and Remind TXT. Therefore, it is extremely important to keep your contact information on file up-to-date.

- Facebook: facebook.com/tapnartsdancestudio
- Twitter: twitter.com/tapnarts
- Remind TXT: remind.com/join/tapnarts

Class Withdrawal

We understand issues arise that may require a student to withdraw from class. If this occurs, please call the studio office immediately at (717) 652-1476.

Please keep in mind that all registration, tuition, costumes, shoes, merchandise, performance, advertisements, tickets, convention, competition fees, etc. cannot be prorated, refunded or transferred.

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Dress Code

Adherence to our dress code helps students prevent injury and allows Instructors the ability to observe body placement and make corrections. Along with proper classroom etiquette, following our dress code shows pride, good work ethics, discipline and respect for themselves, fellow students, studio faculty, staff and the art of dance.

The following are strictly prohibited for all dance classes: Jeans, denim, booty or short shorts, street or non-dance attire; Clothing that expose bellies, bras or underwear; Clothing that are sloppy, baggy or oversized; Clothing that is ripped, cut or has holes (even if it was made, or designed, that way by the manufacturer); Loose, dangling or oversized jewelry; street, non-dance or even soiled dance shoes.

The following are permitted: dance, exercise or aerobic attire is permitted for all classes. Jewelry should always be kept to a minimum. Hair must be pulled off of the face for all classes.

All Ballet II, and above, and Pointe females must wear black leotards and pink tights. All Advanced Ballet, and Pointe, females must have their hair pulled back into a bun. All Ballet males must wear plain white t-shirts and black dance, exercise or aerobic pants.

All classes are assigned proper shoes that must be purchased from the studio and worn to all studio related activities or events (classes, conventions, competitions, performances, shows, etc). If you have multiple shoes, we highly recommend using a dance bag to avoid losing them. Please do not wear dance shoes outside – only at dance studio related activities or events (classes, conventions, competitions, performances, shows, etc). Remember to neatly print your student's name on everything brought into the studio.

The Tap 'n Arts Dance Studio is not responsible for any lost, stolen or broken items. Anyone not following our dress code will be asked to sit out from any dance studio related activity or event (class, convention, competition, performance, show, etc).

Food & Drink

Absolutely no food, candy, gum or drinks are permitted in the dance studio rooms or Forum building – only resealable clear bottled water.

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Mobile Devices

All mobile devices (i.e. mobile / smart phones, laptops, ipads / tablets, etc.) are not permitted in the dance studio related activities or events (classes, conventions, competitions, performances, shows, etc). If visible, or used, during class – it will be confiscated and available for pick-up after class in the studio office.

Internet & Social Media

We highly encourage everyone to become "social" with us!

- “Like” us on Facebook: facebook.com/tapnartsdancestudio
- “Follow” us on Twitter: twitter.com/tapnarts
- “Watch” us on YouTube: youtube.com/tapnarts

Photos, Videos & Quotes

By registering your student, you give us permission to take and use photographs, audio and/or video of your student in any medium (print, web, audio, video, radio and/or television) to advertise market and/or promote the studio.

Foul Language & Negative Behavior

Everyone should be polite and respectful. The use of foul language or negative behavior is not permitted or tolerated. We reserve the right to withdraw, remove or ban anyone from the studio related activities or events (classes, conventions, competitions, performances, shows, etc) if they:

- use foul language or profanity
- exhibit expressions, gestures or other social behaviors that are interpreted as insulting, rude, vulgar, obscene, obnoxious, foul, unsafe, negative or confrontational
- continuously fail to follow direction from faculty and staff members

Contact Information

Please keep all parental, guardian and student contact information on file in the studio office up-to-date. This will help us contact you in the event of an emergency.

Class Observation

For the safety and security of our students, all classes are closed to the public. Only parents, guardians and potential students are permitted to observe classes at the sole discretion of the Director. Anyone that becomes a distraction will be asked to leave the studio immediately.

Backstage Parents

We will be in search of a limited number of parents to help backstage during both dress rehearsal and our annual dance show. Parents who help backstage will receive \$50 in credit towards tuition for our 2015 - 2016 dance season. You will also receive free admission to both dress rehearsal and our annual dance show.

Tech Rehearsals

Tech rehearsals for our annual dance show will be held in the Forum Auditorium, 500 Walnut St, Harrisburg, PA 17120, on May 31 and June 1, 2016. It gives students the opportunity to adjust to performing on a much larger stage. It also gives us the opportunity to work out lighting, music, videography and backstage direction.

Behind the Scenes

A limited supply of Steppin' Behind the Scenes dress rehearsal passes will be available for \$20 per person. Those with passes have the unique opportunity to take non-flash photography and video record their students performing during dress rehearsal.

Dress Rehearsal

Our mandatory dress rehearsal will be held in the Forum Auditorium, 500 Walnut St, Harrisburg, PA 17120, on Thursday, June 2, 2016, and is closed to the public. Only staff, students, backstage parents and those who purchased Steppin' Behind the Scenes passes are permitted to be in the auditorium during dress rehearsal. It not only gives our students the opportunity to practice on stage in full costume, it also gives them the opportunity to watch the show from the seats of the auditorium.

Dance Show

Our annual dance show, Steppin' Out '16, will be held in the Forum Auditorium, 500 Walnut St, Harrisburg, PA 17120, on Saturday, June 4, 2016. Performing in our dance show is a privilege and permitted only at the sole discretion of the Director. Anyone who continually miss class, do not know their routine(s), have unpaid tuition, costume or performance fees will not be permitted to participate in any rehearsal or show.

There is absolutely no food, candy, gum or drink are permitted in Forum building auditorium, at any time - only clear resealable bottled water. Please be sure to clean up after yourselves prior to leaving the Forum building auditorium.

Calendar of Events

September 2015

09/08/2015 - Dance season begins
- Tuition & costume payments due

October 2015

10/01/2015 - Tuition & costume payments due
10/29/2015 - Trick-or-Treat: Studio closed

November 2015

11/01/2015 - Tuition & costume payments due
11/02/2015 - Costume measurements
11/03/2015 - Costume measurements
11/04/2015 - Costume measurements
11/05/2015 - Costume measurements
11/07/2015 - Costume measurements
11/21/2015 - Final costume payment due
11/22/2015 - All costumes will be ordered
11/26/2015 - Thanksgiving: Studio closed
11/30/2015 - Thanksgiving: Studio re-opens

December 2015

12/01/2015 - Tuition payment due
12/24/2015 - Holidays: Studio closed

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January 2016

- 01/01/2016 - Tuition payment due
- 01/04/2016 - Holidays: Studio re-opens
- 01/09/2016 - Excel in Motion: Lancaster, PA
- 01/10/2016 - Excel in Motion: Lancaster, PA

February 2016

- 02/01/2016 - Tuition payment due

March 2016

- 03/01/2016 - Tuition payment due
- 03/01/2016 - Ads for program booklet begins

April 2016

- 04/01/2016 - Picture Day (Friday)
 - Registration discount begins
- 04/02/2016 - Picture Day (Saturday)
- 04/12/2016 - Picture Pick-up (4:30 - 8:30 p.m.)
- 04/20/2016 - All Performance and Ad fees due

May 2016

- 05/31/2016 - Tech Rehearsal: Steppin' Out '16

June 2016

- 06/01/2016 - Tech Rehearsal: Steppin' Out '16
- 06/02/2016 - Dress Rehearsal: Steppin' Out '16
- 06/04/2016 - Dance Show: Steppin' Out '16

Save the Dates

May 2017

- 05/16/2017 - Tech Rehearsal: Steppin' Out '17
- 05/18/2017 - Tech Rehearsal: Steppin' Out '17
- 05/19/2017 - Dress Rehearsal: Steppin' Out '17
- 05/20/2017 - Dance Show: Steppin' Out '17

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