

2010-2011  
RICHIE SCHOOL OF DANCE  
STUDENT HANDBOOK



Established in 1972 | Cheryl Richie Ayre, Director

Highspire Studio  
679 2nd Street | Highspire, PA 17034  
(717) 939-5378

Lower Paxton Studio  
515 N. Mountain Rd. | Harrisburg, PA 17112  
(717) 652-7806

## **WELCOME STUDENTS & PARENTS**

I would like to take this opportunity to thank you for choosing our school for your dance training. It is with great pleasure that we look forward to having you as part of our dance family this season.

This brochure contains the Rules, Regulations, General Information, Calendar, and Recital Information for your attention. Please keep it handy to refer to during the coming year.

## **OUR GOALS**

To strive for excellence in maintaining the highest quality of dance education on an individualized basis. Our primary interest is achieving coordination, poise, and physical and mental discipline for all students. Results are our only rewards.

All of the following information and regulations have proven to be beneficial and workable through many years of experience. We look forward to working with you and having a great year in dance for the 2010-2011 season.

Cheryl Richie Ayre, Director

### **CONTACT INFO**

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[www.richieschoolofdance.com](http://www.richieschoolofdance.com)

## GENERAL INFORMATION

Children enrolled in the Richie School of Dance will receive instruction and discipline in a manner keenly associated with proper and correct dance education and technique. The Studio offers a complete curriculum ranging in courses for the Pre-School student to the Advanced Teen and Adult. For many years we have enjoyed a fine reputation for being a first-rate, well-operated studio. We utilize a progressive learning system that stresses good, clean technique.

**“We pride ourselves on  
EDUCATION rather than FLASH, and  
PERFORMANCE rather than COMPETITION”**



It is our desire to provide you with excellent results, and that requires understanding and cooperation between the parents, students, and teachers.

We will be happy to discuss progress with you by leaving your name and phone number so that the teacher may have a private discussion with you at a mutually convenient time. Please do not disrupt a class for a parent/teacher conference.

We ask parents to be supportive of the STUDIO in our rules and regulations and to speak positively about the school to your child and others in the community. Rude and inappropriate behavior will not be tolerated on the premises by either students or adults. We expect respect and proper discipline at all times. We reserve the right to dismiss any student or parent who upsets the harmony of the school. Students may be placed on a 30-day probation period as a disciplinary measure.

Please BE PROMPT and bring the students no earlier than 5 to 7 minutes before class and pick them up within 5 minutes after class. If this rule is abused, a “Babysitting Fee” will be charged.

We are not responsible for any injuries sustained while in class or on the premises. We are not responsible for lost or stolen articles.

## DRESS REQUIREMENTS

We consider it absolutely essential that the correct dance clothes be worn at all classes. If a pupil comes to class wearing anything other than proper dancewear, he/she will be permitted only to sit and observe the lesson. **POSITIVELY NO STREET CLOTHES IN CLASS.**

All female students must wear leotard, tights, and ballet shoes. All styles and colors are acceptable for combination classes. Special ballet/pointe class students are required to wear black leotard, ballet pink footed-tights and hair pulled back in a bun. The Starlet II baton by Starline is preferred and will be used for the show and exhibition.

Dance shoes must be fitted to dance in now--not to grow into. Ballet slippers must fit like a glove! Vinyl ballet slippers are not acceptable. Vinyl ballet shoes do not “breathe” or conform to the shape of the foot. All-leather ballet shoes **ONLY** will be accepted in the classroom. Isotoner bedroom slippers are not acceptable. Pink is the suggested color as this color will be used in the recital. Pointe shoes must be checked personally by Mrs. Ayre or Miss Angie before the shoe is worn in class.



Hair must be back off the face. Long hair must be tied back. No excess jewelry.

Lace front oxford style tap shoes will be worn by Intermediate I through Intermediate IV students. High heel tap shoes will be worn for Intermediate V.

Students must have all dance shoes, batons and accessories labeled with their names, and **ALL** must have dance bags to carry dance apparel safely!

**NO** T-shirts, sweatshirts or blouses are to be worn over leotards in class. Dance sweaters are appropriate for ballet class.

## CLASS PLACEMENT

Placement can only be made with the ability of the individual student in mind and advancement is not by classes as a whole. If a student shows progress, he/she will be transferred to a more appropriate class. We cannot be concerned about rides with neighbors, conflicts with other activities, sports, Girl Scouts, etc.

## OFFICE & WAITING AREAS

We would appreciate your cooperation in keeping these areas neat and clean as you would your own home. **NO** **SMALL** children will be allowed in the office or waiting areas unattended. All outerwear and street shoes should be placed on hooks or coat racks provided for these items. All dance shoes and bags should be kept in the classroom. (Any bags, coats, shoes, clothing, etc. found on the floor or furniture of the waiting area and office will be placed in lost-and-found.)

## VISITORS

Visitors may use the waiting areas provided by the school.

For the benefit of the students, parents and friends will not be permitted to remain in the studio while a lesson is being conducted as it tends to disrupt the students. When one is learning to dance, he/she does not perform to the best of his/her ability when someone else is present. There will be NO EXCEPTIONS to this rule.

There is positively “NO SMOKING” in the studio, office or waiting areas. NO FOOD OR DRINKS in the studio or on the premises. NO CHEWING GUM!

## HOLIDAYS



Please note that we are always open on teacher conference days, other school holidays and declared holidays. The school will be closed :

- Labor Day, September 6
- Thanksgiving Day , November 25
- Christmas Vacation, December 21 - January 3, inclusive
- Memorial Day, May 30

Lessons missed due to holidays will be made up and notice will be given out with the time and day, with the exception of Christmas vacation for WHICH THERE IS NO CHARGE. (The school will NOT BE CLOSED for Halloween.)

## SNOW DAYS

Cancellation due to SNOW will be made up (with the exception of extreme weather conditions over a prolonged period). Students will be notified personally of the cancellation and be given a make-up date. Cancellation of public schools does not necessarily apply to the dance studio.

In case of a blizzard or extreme weather conditions that would cause the school to be closed for multiple days and making up these classes becomes a hardship, please make up missed classes at your own convenience with other regularly scheduled classes on the same level.

NO CREDIT will be given but will be limited to 2 class cancellations per year with no special make-ups provided.



## TUITION

### 2009 - 2010 TUITION RATES

45 minute Pre-School class		\$35.00 per 4 weeks
1 hour class per week		\$38.00 per 4 weeks
1 hour, 15 minute class per week		\$40.00 per 4 weeks
1 hour, 30 minute class per week		\$43.00 per 4 weeks
2 hour class per week		\$51.00 per 4 weeks
2 hour, 15 minute class per week		\$54.00 per 4 weeks
2 hour, 30 minute class per week		\$57.00 per 4 weeks
3 hour class per week		\$60.00 per 4 weeks
1 hour special class per week		\$24.00 addl. per 4 weeks
2 hour special class per week		\$36.00 addl. per 4 weeks

\*Family rates - \$6.00 discount per additional family member residing in the same household.

Tuition is a flat rate based on a 4-week period, and due to be paid one month in advance. If a class is missed, no credit is given for the month's tuition. There are no refunds, transfers, credits, or deductions for missed classes for any reason. These rules will be enforced, so please do not embarrass us by asking for special consideration.

There will be no "special make-up classes" provided. We truly expect your child to be in class each and every time. Please make this a consideration when the time comes to join another activity later in the season. If a child is going to be absent due to illness, please give us a call and leave a message to save us concern. Those desiring to "make up" their class with another group (provided there is another class on that same grade level) may do so by request. Classes should be made up within 2 weeks of the missed class. Please **DO NOT** accumulate missed classes and expect to make them up at the end of the year. (Remember, regular attendance is essential for your child's progress.) Undue absenteeism is cause for dismissal from the school.

Tuition is to be paid on the first lesson of each 4-week period. There will be an extra charge of \$3.00 for any accounts not paid by the second lesson of the tuition period. Tuition reminders will be sent to students whose accounts are not paid by the second lesson of the tuition period.

If you prefer to mail your payment, our mailing address for your convenience is: **Richie School of Dance, Inc., 679 2nd Street, Highspire, PA 17034.**

Anyone one (1) month in arrears will be dropped.

A discount of 10% will be given for students who pay the full year's lesson fees by September 30th. There are **NO REFUNDS** if the student "drops out" for any reason. Please consider this carefully before paying for the entire year.

Tuition reminders will be posted on the week before the due date. Your cooperation in keeping your account up-to-date will help the studio meet our obligations on time. If you have any questions concerning your account, please call the office during regular studio hours.

As in any private school, you are expected to enroll for the entire season. If, for any reason, a student must be withdrawn from the school, a 2-week notice is required.

## RECITAL

Our Annual Dance Recitals have gained a wonderful reputation for the “professional quality” of our performances, and each of our productions have exceeded the previous ones. We naturally would like our Recital 2011 to surpass all of our past achievements. This can only be done by having the students attend class regularly and working hard on their routines, and by having the parents’ cooperation in working with us to produce our Recital 2011. Any student missing more than 8 classes in any one dance season (September through June) will be ineligible to participate regardless of costume purchase.

**The Recital will be held at the Hershey Theatre on June 17th and 18th. There will be 3 shows: Friday evening, June 17th at 7:30 p.m.; Saturday, June 18th at 2:00 p.m.; and Saturday, June 18th at 7:30 p.m..**

**There will be 3 General Rehearsals, June 12th (2 rehearsals) and June 13th, and 3 Dress Rehearsals, June 14, 15, and 16th. All appear in one performance ONLY. (This involves one General Rehearsal and one Dress Rehearsal.) Intermediate V, Junior and Senior Advanced will appear in all performances. Petite Jazz Ensemble and Classical Ballet will also appear in all performances.**



All rehearsals are MANDATORY. Stage rehearsals are more important than any class held the entire year. The purpose of the rehearsals is for learning entrances, exits, spacing and placement on the stage. A student’s first exposure to the stage can be a most disorienting situation, especially with the addition of costumes, lights, scenery, and props. The Rehearsal and SHOW dates are provided for you a year in advance so that arrangements can be made to have the student at all Rehearsals. Absence from a Rehearsal will result in dismissal from the SHOW.



Participation in the Recital is NOT MANDATORY. This is entirely your decision. We do, however, encourage you to allow your child to participate as it is truly a valuable learning experience. Dance does not reach its maturity or full potential until it is in Performance. That is when the magic of the Art is fulfilled. The culmination of the Dance year is the annual Dance Recital.

The training a child receives as a dancer gives them that wonderful feeling of doing something special that everyone wants to see. In return, you as parents will be very proud of them. No partiality is shown in class. All students are treated equally whether they do or do not participate.

Some of you may feel that your child is not ready to be in the Recital or that it will be a lot of bother. We feel that after students have taken dancing lessons every week of the season and all the time and effort that is given to get them to their lessons, that this is a reward they each deserve. The feeling of accomplishment and self confidence they have as they come out on the stage is the result of the belief in themselves acquired from the dance education they have been given advantage of.

## RECITAL (cont.)

Most dance recital routines are not started until the month of December. An entire class period IS NEVER devoted to recital routines only. The classes continue to have barre warm-ups and technique as a consistent and most important part of the class activity.

Pre-Ballet I and Pre-Ballet II will perform one routine in the show. Beginners I, II, and III may perform in three routines: a ballet, tap and baton. Intermediate I through Intermediate IV may perform three routines in the show: a tap, jazz and baton. Students ARE NOT REQUIRED to participate in all routines. This, again, is the parent's decision.

Our students are presented in a truly Professional Revue for all to enjoy. They will have the benefits of a professional stage, stage crew, sound technician, scenery, props and the Works!

In order to present every student properly, we find it difficult to put an exact time for the length of the entire performance. In the years past, we have found the show to run a minimum of 2 hours and maximum of 2½ hours. The students must be at the Theatre ½ hour before Curtain and will not be dismissed (with the exception of Pre-Ballet I and II) until the entire performance is over.

All rehearsals start promptly at 6:00 P.M., with the exception of Sunday's rehearsal which will begin at 1:00 P.M., and run approximately 3½ hours in length. We have found it necessary for students to have parental supervision during General Rehearsal due to inappropriate behavior. Please DO NOT bring siblings to rehearsals. If the length of the Recital and Rehearsals is a concern to you, PLEASE DO NOT have your child participate.

## Costumes

Costuming is an important factor in our Recital Presentation. Many weeks are spent on the selection of costumes with styles, cost, colors, and fittings all determining factors. Which accessory will make it "just right" and how we can keep the prices down are always foremost considerations. A professionally made costume of satin, lycra, sequins, lace, etc. is generally used for our ballets. Two-in-ones are used whenever possible without losing the theme of the presentation.

In the past, costume prices averaged between \$42 and \$52 for child sizes. We will try to keep the costume prices approximately the same as last year. With inflation an uncontrollable factor, your understanding will be appreciated if your costume cost is a dollar or two higher. Tax and shipping are included in the costume price.

The students will receive a costume price list describing each costume in detail the first week in December. All students will be measured during the month of December. Professionally made costumes are ordered according to the student's measurements (not according to a particular dress size).

**The total cost of the costumes must be PAID-IN-FULL by Saturday, January 8th.** We do not receive costumes on consignment but must pay for all costumes when we place the orders. Costumes are not returnable; therefore, there will be no costume refunds. Pictures of most costumes will be posted for your examination.

For your convenience, costume payments will be accepted beginning in **September** until our deadline of **January 8th**.

Shoes and tights are in addition to the costume price. An accessory checklist will be sent home with each student the first week of April concerning the colors of tights and shoes to be worn with each costume. (We never paint shoes.)

## Recital Fees

There will be NO ADMISSION CHARGE, but there will be a Recital Fee of \$75.00 per student or family of students participating in the Recital. Family discounts apply to family members residing in the same household. The Recital Fee helps to cover such expenses as the rental of the Theatre, union stage crew, scenery, programs, security and traffic police, insurance, etc. **THE RECITAL FEE IS DUE APRIL 15th.**

The Recital Fee of \$75.00 is NON-REFUNDABLE after April 15th. NO exceptions.

## Account Balances

ALL ACCOUNTS must be PAID-IN-FULL before the General Rehearsal in order to participate in the SHOW.

Our regular class schedule will end Monday, June 6th. The remaining 2 weeks will be devoted to rehearsals ONLY. Rehearsals are equivalent to class lessons; therefore, tuition is DUE for the final two weeks in June. Please include the balance of tuition for the year with your May's lesson payment.

## Practice

Home practice for your child is a very vital part of his/her dance education. A compact disc will be available with recital routines of each grade level. CDs will be available at a minimum cost from the Studio. Orders will be taken in December.

## Camera and Video Recordings

CAMERAS OF ANY KIND ARE STRICTLY PROHIBITED AT THE PERFORMANCE, both in the auditorium and backstage. Personal videotaping will be permitted at the Dress Rehearsal ONLY.

## Dance Photographs

There will be a photo session with a Professional Dance Photographer at the studio. Group pictures, as well as individual pictures, will be taken. Group pictures will be used for display at the Theatre, as well as in the dance studios. **Tentative dates for photographs are May 13th and May 14th.**

## Your Cooperation Makes Our Show A Success

Each year much behind-the-scenes time and effort go into planning an entertaining and as professional as possible production to appeal to adults, as well as children, not to mention the students' and teachers' hard work in the classrooms.

Our interest and aim of the Studio is to present your child in the best possible atmosphere, one in which he/she can enjoy and remember always. We only want the "best" for our students, and I am sure that is your wish also. Your cooperation plays a big part in the success of our SHOW.

