

# *Susan Hayward School of Dancing*

Dance Studio's located in the Historical Montara Grammar School circa 1915

496 6th St./P.O. Box 370651

Montara, Ca. 94037

Tel/Fax (650) 728-7519

www.SHaywardDance.com

## *Celebrating our 38th Year!*

July 2017

2017/2018 School Year

Dear Parents,

This last school year finished with a very successful Summer Camp along with two performances of 'Alice's Adventures in Wonderland'. Saying goodbye to two wonderful seniors, who are off to a new life in college. A very special time in December, was going with Zoe Phillips as a semi finalist attending the 'Genee International Ballet Competition' held in Sydney, Australia. We, the teachers look forward to another exciting dance year and welcoming our returning students.

Enclosed are this year's schedules, information and registration materials. **Please note that the school is open Tuesday - Saturday (Closed Monday)**. We do ask that parents take the time to fill in a 2017/18 registration form/production contract/photo release. To secure class placement please return by August 1st to September 1st 2017. Send to P O Box 370651 Montara, CA 94037 with \$60.00 registration fee and first month's tuition. Classes commence Tuesday September 5, 2017.

Sending in registration form before the start classes on Tuesday Sept. 5 will help the teachers plan their classes along with knowing who to expect in class. A side note, especially since Ms Hayward will not return until Tuesday, September 12th. You will be in the capable hands of Mrs. Patterson, Miss Sade, Miss Lily (former graduate of SHSD). Mr. Robert Lowman. Mrs. Walsh

Sincerely,  
Co-Directors-Susan Hayward-Sade Warner-Heidi Patterson

Please keep Items 3-6 for your reference throughout the year.

- A. Faculty
- 1-2. Curriculum/Class Recommendation & Attire
3. Tuition Information
4. Dance Class Schedule
5. Returning Students Class List
6. Calendar of Holidays & Events
7. Student Registration/Insurance Emergency Form
8. Production Contract & Photo/Video Release Form
9. Regulations & Safety
10. Leotard order form

## FACULTY

## A

**SUSAN HAYWARD RAD RTS DIRECTOR-** Susan is a registered teacher of the Royal Academy of Dance and an affiliate of the American Academy of Ballet; she has taught for over 40 years. Ms. Hayward was the winner of many national dance competitions in Great Britain. In addition, she has prepared and entered students into RAD examinations, levels Pre Primary through Grade 8 and the prestigious Solo Seal Award. She has been a coach for candidates participating in the Phyllis Bedells Award, London and the Adeline Genee International Ballet Competitions held in Sydney, Australia, Athens, Greece and Antwerp, Belgium. Susan has also entered students into Youth America Grand Prix regional semi finals and New York finals. She has produced, directed and choreographed numerous full-length ballets on the coast side, including *Snow White and the Seven Dwarves*, *The Wizard of Oz*, *The Tales of Beatrix Potter*, *La Fille mal Gardee*, *Nutcracker*, *Alice's Adventures in Wonderland*, *I'll Tell You a Story*, *The Enchanted Crystal Ball*, *For the Love of Dance* and *The Nutcracker*.

**HEIDI PATTERSON RAD RTS CO DIRECTOR, BALLET AND TAP TEACHER-** Heidi is a registered teacher of the Royal Academy of Dance, and Ms. Hayward's daughter. Mrs. Patterson received her ballet training from Susan Hayward, Jackie Thomas (former owner of the dance school), Sheila Nelson (former soloist with the Royal Ballet Company, London) and Mr. Russell Director of the Performing Arts Academy. She has danced in many of his productions in the Bay Area and has also performed in Dancers Repertory Theater's yearly production of "*Twas the Night Before Christmas*." Mrs. Patterson directs the tap program which is based on Al Gilbert graded method syllabus. She studied tap under the instruction of Mercedes Fitzgerald for fifteen years. Her choreography has been showcased in original dance school productions like; *Alice in Wonderland*, *I'll Tell you a story* and *The Enchanted Crystal Ball*. She has also choreographed for Local high school musicals like *The Pajama Game*, *Crazy for you* as well as CRT Talent shows.

**SADE WARNER ARAD, CO DIRECTOR, BALLET AND JAZZ TEACHER-** Sade holds her Royal Academy of Dance Advanced 2 (professional level) certificate and is a recipient of the Grade 8 Award with Distinction. She began dancing at the Susan Hayward School at the age of three and has since gone on to teach younger generations. She has performed in community events as a member of Shoreline Youth Ballet and participated in the American College Dance Festival in Long Beach. She graduated from San Francisco State University with a BA in Dance and Television Video Production. To quote Sade, "Dance has given me discipline, dedication, and persistence to reach personal goals." Sade is a member of The Academy of Dance Libre, Polo Alto. Performing European Social Dances ranging from the 1850's to date

**ROBERT LOWMAN ARAD BALLET TEACHER-** Robert passed Royal Academy of Dance Advanced 2 examination with Distinction. He started here at the school at the age of 5 years taking classes in ballet and Tap. He has appeared in all of the SHSD productions until he went onto University of Berkeley. There he studied Theatre Arts and achieved many awards for costume and prop design. Robert also entered Youth America Grand Prix. He now is a member of Peninsula Ballet Company, dancing solo roles in their *Nutcracker* and most recently *Cinderella*.

**CLASS ASSISTANTS -** Isabella Lopez, Emelly Navarrete (RAD Advanced 1 students) Both young ladies have been class assistants for 4 years

**BALLET-ROYAL ACADEMY OF DANCE SYLLABUS-** Our school is affiliated with the Royal Academy of Dance in London, England- a worldwide teaching body that offers a carefully constructed syllabus taught by qualified teachers. The Grades begin with preprimary for children at least 4 years old, and continue through Grade 8. We also teach the Academy's Vocational Syllabus, which is geared towards the preprofessional student aged 11 and up. Examinations are held annually. We highly recommend students to participate in examination. Examinations serve as a yardstick for teachers and parents to measure their child's improvement.

**First Steps (2.50-5yrs)** Early Childhood Program. This program is designed for preschool children. The structure of a classroom environment is introduced and the children learn to take simple direction from the teacher. Children gain body awareness and begin to master group work, for example, moving in a circle or working with partners. Musicality and rhythm are taught through clapping, singing and improvising to music. Creative imagery and mime are used to help the children respond to music. Basic movement themes such as; jumping, balletic runs walks, spinning and skipping are explored as an introduction to classical ballet.

**Pre Primary (5-6 yrs)** Progressing from First Steps, children now learn to work in lines and on the diagonal. Basic movement themes such as; jumping, balletic runs, walks, spinning and skipping are explored as an introduction to classical ballet. Students continue to work with partners to facilitate a sense of teamwork.

**Primary in Dance (6-7 yrs)** Traveling movements learned previously are given more complexity with the addition of skips forward, backward and simple jump combinations. Expression and musical awareness are taught through free movement, mime and storytelling. Coordination and control of the body, arms, hands and head are improved. Primary level students have now developed the ability to retain basic movement combinations and can now perform short dances in solo form.

**RAD Grades 1-2 (7.5-9 yrs)** This introduces students to the foundations of barre work in order to develop proper alignment and classical technique. Students continue to work on traveling steps with an introduction to grand allegro. At this level an emphasis is placed on turning, jumping, and linking steps. Introductory character work and free movement study provide students with an avenue for self expression and performance style. Students are expected to show awareness of basic technique appropriate timing and musicality. Students attend once a week (if wishing to take twice can attend Thurs. Gr 3 but must be at least 8.5yrs of age

**RAD Grade 3 (9-10 yrs)** Students continue to build their vocabulary with a new set of specific exercises at the barre and in the centre. At this level an emphasis is placed on detail and artistry, therefore, increasing stamina, concentration and discipline are required. Dancers will learn to communicate expression and feeling in their movement. Character steps in the Russian style are expanded as students are now expected to show a clear understanding of stylistic and rhythmical nuances. Pre pointe shoes will be considered at this level up at the discretion of the teacher. Students attend 2-3 ballet classes per week. This requirement is to insure the proper strengthening in preparation for pre-pointe and pointe shoes in Grade 4 level.

**RAD Grade 4- 5 (10-12yrs)** Students continue to build their vocabulary with a new set of specific exercises at the barre and in the centre. At this level an emphasis is placed on detail and artistry, therefore, increasing stamina, concentration and discipline are required. Dancers will learn to communicate expression and feeling in their movement. Character steps in the Russian style are expanded as students are now expected to show a clear understanding of stylistic and rhythmical nuances. Students MUST attend 3-4 classes per week

**About Soft-Blocks and Pointe Shoes-**Students must be a minimum of ten years old and studying ballet 3 to 4 lessons a week to start training on pointe. Students will be assessed *individually* and placed in soft-blocks for at least six months before pointe shoes. Parents and students should understand that a great deal of strength is required, and placement is at the sole discretion of instructors. The students' safety is our main concern.

**Grade 6, 7 & 8 (13 yrs & up)** Students who have progressed to preprofessional level, now have an extensive ballet vocabulary. At this level, articulate footwork and secure use of legs is crucial. class work continues to improve the dancer's spacial awareness and orientation of the body. Dancers continue to work on coordination of the whole body with the addition of fluidity of movement. Added steps include multiple pirouettes and beating jumps. Continue with pointe work. Attend 4 to 5 classes per week

**Intermediate (13-14yrs)** The vocational syllabus is the continuation of classical ballet from the grade work adding pointe work and dances. This level is designed to give the necessary training to students wishing to study seriously. Encouraging the technical requirements along with establishing artistry, musicality and feeling. Many more steps are introduced further establishing the movement and line of the dancer. Good stance and placement required for pirouettes and grand allegro. Having developed strong posture and at the discretion of the teachers, students can now begin to train enpointe. Students are required to attend 4-5 ballet classes per week in order to take this exam and maintain strength.

**Advanced Ballet (15 yrs & up)** Students at this level have a vast knowledge of classical ballet vocabulary and will have passed the above grades. Having achieved this high standard students are now working on Advanced 2 and the Solo Seal Award. Pirouettes in open positions batterie and extended combinations on pointe are now included in class work. Refining technique continues to challenge as students are now expected to perform a professional level. As such, the endurance needed to maintain that standard requires students to attend no less than 5 classes per week.

**NOTE ABOUT EXAMS:**To progress at the appropriate rate for their level and age, students should follow these guidelines.

Students who take fewer classes will not progress through the levels at the same rate. Decisions about RAD examinations are at the discretion of instructors based on their professional opinion of each individual student's ability to achieve a **successful result.**

**TAP Program** - we offer tap as an alternate dance disciplines to be studied alone or in conjunction with classical ballet. Class attire. Leotard, tights, black tap shoes. Hair in a bun

**No Jazz Classes with be offered 2017/18 school year.**

NOTE ABOUT EXAMS: To progress at the appropriate rate for their level and age, students should follow these guidelines.

Students who take fewer classes will not progress through the levels at the same rate. Decisions about RAD examinations are at the discretion of instructors based on their professional opinion of each individual student's ability to achieve a successful result.

### CLASS RECOMMENDATION & CLAS ATTIRE

#### CLASS RECOMMENDATIONS

**FIRST STEPS** (2.5-5yrs) 1 class per week  
**RAD PRE PRIMARY** (5-6yrs) - 1 class per week  
**RAD PRIMARY** (6-7)yrs) -Tue Class 1 per week  
**RADGRADES 1-2** (7.5-9yrs)- 1 ballet class per week  
**RAD GRADE 3** (9-10yrs) 3 ballet classes per week  
**RAD GRADE 4** - (10 -12 yrs) - 3 to 4 ballet classes per week.  
**RAD GRADE 5** - (12-13 yrs) 4-5 ballet classes per week  
**RAD Boys** Grades 1-5  
**RAD Grade 6, 7 and Grade 8 Award** (13-18yrs)

#### CLAS ATTIRE

Pink Leotard & Chiffon Skirt, pink shoes, tights  
 Pink Leotard & Chiffon Skirt, pink shoes, tights  
 Pink Leotard & Chiffon Skirt, pink shoes, tights  
 Lavender Leotard, pink shoes, tights  
 Royal Blue Leotard, pink shoes, tights  
 Red Leotard, pink shoes, pink tights, soft pointe shoes  
 Red Leotard, pink shoes, tights, .pointe shoes  
 White T-shirt, black shorts, white socks, black ballet shoes  
 Any color Leotard, pull on or wrap skirt, pink shoes & tights

Grade 3 thru' 8 will need Character Skirt and Shoes for class these can be rented from the school at rental fee. \$15 per pair

**RAD INTERMEDIATE BALLET & AD. FOUNDATION BALLET** (13-14yrs) 4-5 ballet classes per week

Class Attire: Purple, Royal Bkue or Black leotard, tights, pink soft shoe, pink pre pointe, pointe show. Hair in Bun

**RAD AD 1 & 2 BALLET** (15 yrs & up) - 5 ballet classes per week (Vocational Ad.1 & 2, Gr. 8 & Solo Seal) Purple, Royal Blue, or Black Leotard, short pull on or wrap skirt, pink tights, pink shoes, pink pre pointe, pointe show. Hair in Bun  
*Intermediate & Ad F, 1 & 2 can wear a matching short wrap or circular chiffon piull on ballet skirt to class*

**Tights, shoes, Leotards etc.. can be purchased through the dance school. The first week back after the summer, taks about 10 days to arrive. Order Forms will be on foyer desk.**

Dancing is a form of discipline, and as such, all students should be properly groomed and attired. Hair should be secured away from the face- in a ballet bun, short hair should be held back with a headband. No outdoor clothing, jewelry or watches in class. **We cannot supply hair nets and pins for the entire school! Please supply your own. Every dancer should have the own and keep recycling it.**

PLEASE NOTE THERE WILL BE NO GRADE 3 or 5 classes scheduled this school year

PLEASE NOTE: STUDENTS WHO TOOK INTERMEDIATE EXAM 2017, WILL BE WORKING ON GRADE 6 AND ADVANCED FOUNDATION THIS SCHOOL YEAR 2017/18.

PILATES- instruction and reformer is available to students preparing for Vocational Exams- at least 1 session per week is recommended.

**Dance shoes all look the same!**

**Please mark all clothing and shoes (inside) with students' name. Lost and Found bi in the foyer.**

**We are not responsible for lost articles**

**Ballet sweaters and warm-ups ae allowed but MUST be removed after plies at the barre.**

**Appropriate, discreet foundation garments under leotards, no "sports-Bras"**

**STUDENTS DO NOT LEAVE THE BUILDING WITHOUT PROPER COVERUPS, THIS INCLUDES THE PARKING LOT**

**REGISTRATION/INSURANCE FEE \$60 along with Sept Tuition is due Aug. 1st 2017**

Registration forms/production contract and photo release must accompany payment. We have enclosed the student class list with the appropriate class your child/children should attend. Please confirm preferred class days and times on registration form.

**CLASS TUITION:**

**Due the 1st of each month**, commencing September 1, 2017 through June 1, 2018. **Yearly tuition is divided into ten monthly payments.** Full fees are due each month, **including December and June-no deductions please.** Please drop fees in the payment box in the foyer or mail to: P.O. Box 370651, Montara, CA 94037. **Monthly bills will not be sent. A late charge of \$15.00 will be added if payment is not received by the 10th of the month. Late charges will be enforced if bills have to be sent by the bookkeeper.**

**Family Rates: Please use the descending scale listed below.**

**Attendance-**missed classes may be made up in a similar level class. **Tuition deductions are not allowed.**

If we need to cancel classes for any reason, we will schedule make-ups or **we** will let you know to pro rate.

**Notice for early withdrawal-we require four weeks notice by phone or in writing to withdraw through April 1. After that date, the full payment commitment through June will be required.**

**TUITION FEES:**

<b>Class Length</b>	<b>Annual Tuition</b>	<b>10 Monthly Installments</b>
<i>1/2 hour class</i>		
1 class per week	\$950	\$95
2 classes per week	\$1,650	\$165
3 classes per week	\$2,450	\$245
<i>3/4 hr class</i>		
1 class per week	\$1000	\$100
2 classes per week	\$1,750	\$175
3 classes per week	\$2,650	\$265
<i>one hour or longer class</i>		
1 class per week	\$1,100	\$110
2 classes per week	\$1,950	\$195
3 classes per week	\$2,750	\$275
4 classes per week	\$3,600	\$360
5 classes per week	\$4,250	\$425
6 classes per week	\$4,950	\$495
up to 12 classes per week per family	\$5,150	\$515
Drop in rate for any length class	\$28	
Private lessons- available by appointment	\$40 per 1/2 hour per lesson	
Semiprivate lessons for 2 students	\$30 per 1/2 hour per student/lesson	
Group private 3 to 4 students	\$30 per 3/4 hour per student/lesson	

**If a permanent time slot (studio space and teacher) is assigned to a student, private lessons are payable in advance each month with fees.(calculate based on the school calendar) Private lesson fees are nonrefundable unless canceled by the school. However, if 24 hour notice is given due to illness, make-ups can be arranged.**

**\*Parents with different last name to child-**please note child's name in memo on check.

**\*Divorced parents-**if you are splitting tuition costs, please let the book keeper know.

**Studio 3 (Auditorium)**

**Studio 1**

**Studio 2**

**Monday**

Dance School Closed

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**Tuesday**

4:30-5:15	Gr 1 (6-7.5yrs)SW	4:00-4:30	1st Steps (2.5-5yrs)SW	4:30-5:15	Jr.Tap (7-10yrs)
5:15-6:15	Grade 2 (8-9yrs)SW	5:00-5:30	Private/FionaSH	5:15-6:00	Sr.Tap (11& up)
6:15-8:00	Gr. 6/Ad. F/Ad 2 (13& up)	5:30-6:00	Private/AngelSH		
		6:00-7:15	Gr. 4 (10-12yrs)SH		

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**Wednesday**

4:30-5:30	Gr. 4 (10-12yrs)RL	4:30-5:00	Private/IsabelSW		
5:00-6:45	Gr. 6 (13-14yrs)RL	5:00-5:30	Private/Izzy/SW		
6:45-7:15	Private/ RL	5:30-6:45	Gr. 7& 8 (15-18yrs)SW		

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**Thursday**

4:30-5:30	Gr. 3 (8.5-10yrs)SW	4:30-5:30	Gr. 4 (10-12yrs)SH		
5:30-7:15	Gr. 6 (13-14yrs)SW	5:30-7:15	Ad 2 (15-18yrs)SH		
7:15-7:45	Private/CoralSW	7:15-7:45	Private/Isabella/SH		

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**Friday**

4:30-5:00	Private/MadeleineS8	4:30-5:00	Private/Maya		
5:00-6:30	Gr. 7 & 8 Solos (15 & up)SW	5:00-6:30	Gr. 6. (13-14yrs)RL		
6:30-7:00	Gr. 6, 7, 8, Ad, Combined PointeSW				

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**Saturday**

9:00 - 9:30	1st Steps (2.5-5yrs)SW	9:00- 9:30	Semi/Private- Jocelyn & TovaSH		
9:30-10:15	Prmary/Gr 1 (5.5-5-7)SW	9:30-10:45	Grade 4 (10-12)SH-		
10:30-12:15	Non SyllabusClass Gr 6.7.8SW (with Character)	10:45-11:15	Private/AlinaSH/Bi monthly)		
12:15-12:45	Private/EmellySW				

Returning students Gr. 4 and below Please check Class List child should attend on page 5

Teacher's teaching Code:  
Ms Hayward = SH  
Miss Sade = SW  
Mrs Patterson = HP  
Mr. Robert = RL

# The Susan Hayward School of Dancing

## 2017-2018 School Calendar

July 2017						
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January 2018						
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February 2018						
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April 2018						
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May 2018						
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June 2018						
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- Payment Due 1<sup>st</sup> Month  
Reg/ins Due Aug 1st
- School Closed / Holidays
- Events / Shows – TBA  
Last School Day June 9th

- Summer Camp
- Re-Open
- Recess Closed

**Student Registration/Emergency Information/Payment Agreement Form 2017/18**

(you **must** complete, sign, and return this form to the Susan Hayward School of Dancing before your child-new or continuing-can participate in classes)

**please print clearly, especially e-mail address, this is how we send out information to parents**

Name of Student: \_\_\_\_\_

Mother(or Guardian's) name: \_\_\_\_\_ Father's Name: \_\_\_\_\_

Student's Birth date: \_\_\_\_\_ Age: \_\_\_\_\_ School Grade: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Home Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

Mother Work Phone: \_\_\_\_\_ Mother Cell Phone: \_\_\_\_\_

Father Work Phone \_\_\_\_\_ Fathers Cell Phone \_\_\_\_\_

Father address & Phone(if different) \_\_\_\_\_

Alternate Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to Student \_\_\_\_\_

**Preferred classes (level & time)** Tuesday \_\_\_\_\_

Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_

Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Privates (1st & 2nd choice) \_\_\_\_\_

**\*\*\*we do not send confirmation letters, you can consider yourself registered for a class when paperwork is turned in. If there is a problem or change, we will notify you.**

**New students-How did you hear about us?** \_\_\_\_\_

**Agreement**

I have read and understood the rules of the Susan Hayward School of Dancing. I agree to all of the rules, with special attention to the following:

\*I agree to prompt payment of class fees by the 10th of the month, or pay a late charge of \$15.00

\*I agree to pay 10 monthly installments for the duration of the academic year (Sept-June.)

\*I agree to pay a registration/insurance fee of \$60.00 by **August 1st** 2017 with Sept.fees

\*I agree NOT to deduct the cost of missed lessons from fees due

\*I agree to volunteer time or money to the performance production (see production contract)

**\*I agree to adhere to all of the outdoor/parking regulations**

\*I agree to hold the Susan Hayward School of Dancing and its premises, residences, and personnel harmless for any losses, damages or liabilities. The assignee (parent/guardian) agrees that he/she has a doctor's permission for their child or self to engage in dance exercises and/or the assignee takes sole responsibility for participation in these activities.

Signature of parent/guardian \_\_\_\_\_

Date: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_



**Production Contract Form 2017/2018**

Due to the overwhelming amount of work that is needed to put on our annual production, we need each and every family to commit to certain jobs or contribute \$60.00 in lieu of volunteering so that we can hire extra help. (due with costume fees) Please choose one or more jobs that you are willing to do, and remember to sign-up at performance time! Please note that families are asked to contribute baked goods, etc. to the bake sale in addition to- not instead of- volunteering.

**( ) Backstage Coordinator- coordinate circle moms during dress rehearsal and show. Oversee hair and make-up.**

**( ) Circle Mom-needed backstage for the dress rehearsal and performance to dress and entertain each group of dancers, and rehang costumes. Parents can sign-up for the opposite show to their child's cast so they can still sit in the audience and watch their child. This job is essential!**

**( ) Hand-Sewing Costumes**

**( ) Backstage Crew Dads-** change props and sets during dress rehearsals and shows

**( ) Wardrobe Helper -** trying on costumes during in students class time

**( ) Costume Storage-** sort and put away costumes the week after the show

**( ) Parking lot attendant before shows:-** need two per show

**( ) Bakesale co ordinators:-** organize bake sale volunteers to set up and break down

**( ) Putting away audience chairs:-** folding and stacking chairs on roll away racks, in size and color

**( ) Class Parent/willing to call parents**

**We do not require students to purchase costumes for productions. A costume rental and cleaning fee will be charged. The fees are- \$35.00 for the first costume, \$30.00 for 2nd, \$25.00 for each additional costume per student. Costume fees are nonrefundable. Late fees will be charged on delinquent costume fees. Costume Fees for December show will be due October 15th 2017/Spring Show February 1st 2018 (notices will be handed out)**

( ) \$60 donation to the dance school in lieu of volunteer hours.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Child's (Children's) name(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Photo/Video release 2017/18 school year, please sign below**

I give the Susan Hayward School of Dancing permission to use my or my child's/children's photo in advertising, web page and school calendars

**Name of Child** \_\_\_\_\_

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## REGULATIONS AND SAFETY

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*This historic building is privately owned and operated by Ms. Hayward and maintained by her partner, Larry Fosnot. Mr. Hayward's apartments and restroom are private and off-limits to parents and students. We expect all students and parents to follow the guidelines to provide a safe and respectful learning environment for our students. Please go over these guidelines with your children at home, and be sure that they understand proper behavior at the dance studio.*

### **In the Classroom:**

1. Students must come to class on time and properly groomed- upper school students will not be allowed to participate without shoes or hair in a bun.
2. Food, drinks, and gum are not allowed.
3. Students should address teachers and assistants with respect.
4. Students should apply themselves to learning in the classroom.
5. Students should not interfere with other students' learning by disrupting the class in any way.
6. It is at the discretion of the teacher to ask a student to sit out if that student cannot control behavior. Parents will be notified if bad classroom etiquette becomes habitual.
7. Parents are not allowed to watch class as it inhibits the attention and learning of the students. Parents are invited to watch on Demonstration Days.

### **In the Building:**

*It is the teachers' job to teach, and we are unable to monitor students, parents and siblings in the building. Therefore we ask that these guidelines be followed.*

1. Respect our building as you would your home:
  - no climbing and jumping on the couches, or putting the cushions on the floor**
  - no climbing on bannisters, running or gymnastics in the public areas. Do not go into office, private rooms or the cupola**
  - food and drink should be consumed on the patio or in the kitchen downstairs.**
  - put garbage in cans provided**
  - no children playing in the bathrooms**
  - belongings should be stowed neatly in the cubbies provided.**
  - the changing room is for all students to use. Belongings left in cubbies must be in proper bags.**
  - Students are not to eat, loiter or lie on the floor in the changing room.**
2. **Siblings should be supervised no "toddlers on the loose" or playing near the stairways**
3. **Noise in the foyer should be kept to a minimum**

### **Parking Lot:**

1. Park properly at all times. Enter and exit with caution.
2. **NO UNATTENDED CHILDREN IN PARKING LOT ON OR BELOW THE DECK**
3. **NO DOGS- PERIOD-we do ask that you respect this rule.**
4. **Parking area's:- Parking lot, along the fence on 7th St. or in front of the building on 6th St. NO PARKING on LE CONTE**

We are very lucky to have this wonderful space to dance and learn in. We ask that parents and students use common sense in order to preserve the tranquility of the building and neighborhood.

We communicate important information about shows, exams and events via e-mail newsletters. Please read carefully, and always check the bulletin board or foyer desk if misplaced.

Office hours are Tues-Fri. 10:00-3:00. **Dance school is closed Mondays** except for special rehearsals/events. Questions may be addressed by phone during office hours, via e-mail or a note left in the payment box. You may also speak to us during office hours only, please do not interrupt teachers before or between classes.

**Ms. Hayward's private phone number should not be used except in an emergency**