

# *Susan Hayward School of Dancing*

**Co-Directors Susan Hayward and Heidi Patterson**

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 32nd Year!*

2011/2012 School Year

Welcome!

The mission of our school is to bring the highest quality of dance instruction to the Coastsides Community. Our teachers are qualified by the Royal Academy of Dance, London. We also believe that the creative, musical and performance aspect of dance is important and we nurture our students to express themselves. We encourage our students to pursue dance to the levels they desire- be it recreational or professional. We create quality performances big and small for the community to share our love of dance with others.

In our school we foster manners, respect, self-discipline and a sense of "dancing family". We work together as a staff with students and parents to promote a positive environment for dancers to learn.

Through their years with us, we hope our students learn not only to love the arts but also to strive- wherever life takes them. Our students have gone on to be professional dancers, teachers, lawyers, nurses, business executives and many other wonderful careers. What thrills us is that our students still visit, they remember their dancing with joy and even bring their children to dance with us!

Enclosed are this year's schedules, information and registration materials. ***Please note that the school is closed Wednesdays.*** We do ask that parents take the time to fill in a registration form/production contract/photo release. Registration for the 11/12 school year is August 1st/11. Send to P O Box with \$60.00 registration fee and first month's tuition. Classes commence Tuesday, September 6, 2011. We look forward to working with you.

Sincerely,  
Susan Hayward  
Heidi Patterson  
Co-Directors

Please keep Items 1-7 for your reference throughout the year.

### A. Faculty

- |                                     |                                |
|-------------------------------------|--------------------------------|
| 1. Curriculum                       | 7. Parking Information and Map |
| 2. Tuition Information              | 8. Registration/Emergency Form |
| 3. Dance Class Schedule             | 9. Production Contract         |
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## FACULTY

## A

SUSAN HAYWARD RAD RTS *DIRECTOR*- A registered teacher of the Royal Academy of Dance and an affiliate of the American Academy of Ballet. Susan was the winner of many national dance competitions in Great Britain. She has been teaching, choreographing and entering children for RAD examinations for over 40 years. Preparing students from Pre Primary through Grade 8 and Solo Seal Awards Coaching and traveling with qualified candidates for Phyllis Bedells Award, London and the Adeline Gence International Ballet Competitions, Sydney, Australia and Athens, Greece. Youth America Grand Prix regional semi finals and New York finals. Ms. Hayward has produced, directed and choreographed many full-length ballets on the coastside, 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*- A former student of the Susan Hayward School of Dancing and Ms Hayward's daughter. A registered teacher of the Royal Academy of Dance. 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 and was in many of his productions in the Bay Area. Participated yearly in Dancers Repertory Theatre "*'Twas the Night Before Christmas*." Mrs. Patterson is director of the tap program. Her tap teacher was Mercedes Fitzgerald for fifteen years. Mrs. Patterson teaches tap based on the Al Gilbert method graded syllabus. Her choreography has been in the dance school productions, *Alice in Wonderland*, *I'll Tell you a story*, *The Enchanted Crystal Ball*. Local high school musicals, *The Pajama Game*, *Crazy for you* and CCT Talent shows.

SADE WARNER- *BALLET AND JAZZ TEACHER*- a 2005 graduate of the SHSD. She hold her Royal Acedemy of Dance Advanced 1 (professional level) certificate and is a recipient of the Grade 8 Award. Sade has been dancing since she was three years old. Her earliest rles in SHSD performances includes a butterfly in *La Fille mal Gardee* and a water lily in *The Tales of Beatrix Potter*, to Minerva (a star role) in the 2005 production of *The Enchanted Crystal Ball*. Sade was a member of Shoreline Youth Ballet which performed in many community events. She has helped teach future generations of SHSD dancers in ballet, tap and jazz. Sade is a Graduate of SF Stage College, gaining a Dance Degree and a Broadcasting Degree. To quote Sade, "Dance has given me discipline, dedication, and persistence to reach personal goals."

COLIN RUSSELL- *GUEST TEACHER - INTERNATIONAL BALLET MASTER*- Mr. Russell brings his wealth of fifty years of performing and teaching experience to our school. He received his dance training at Ballet Rambert School with Dame Marie Rambert D.B.E., Anna Ivanova, Sally Gilmore and at the Legat School with Nadine Nicoleave Legat. Danced in *Swan Lake*, *Hungarian Rhapsody*, *Sleeping Beauty*, *Las Sylphides* and many more.

HALEY HOLMLUND - ASSISTANT TEACHER has been with the SHSD since she started in 1st steps class. Recently passing RAD Grade 8 award with Merit and Vocational Advanced Foundatin Level with Merit. Haley has appeared in all of the SHDS productions since she started dance lessons. Haley has been helping teachers in the classes for the past 4 years.

# CURRICULUM

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**FIRST STEPS** (Early Childhood Program)- This program is designed for preschool children ages 2.5-5 years old. The structure of a classroom environment is introduced and the children learn to take simple direction from the teacher. Children become familiar with, and master the use of parts of the body and the groups working in a circle and with partners. Musicality and rhythm are taught through clapping, singing and improvising to music. Creative imagery and mime are used to help the children's responses to music and movement. Basic movement themes such as jumping, balletic runs and walks, spinning and skipping are explored as an introduction to classical ballet steps.

**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 5 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 student to participate in examination. Examinations serve as a yardstick for teachers and parents to measure their child's improvement.

**Buttercup Ballet is RAD Primary (5-7yrs)** Progressing from First Steps, the students learn to work in lines and on the diagonal. Coordination and control of body, hand, arms. Traveling movements, skipping forward, backwards and simple jumps. Sideways gallops with partner. Music and rhythmical awareness. Expression taught through mime and free movement. Introduction to character steps in the Hungarian style.

**Orchid Ballet is RAD Grade 1/2 (7-8yrs)** Students have been introduced to use of the ballet barre. Learning correct posture and weight placement. Coordination of whole body and arms. Demonstrate elevation, traveling steps and working with a partner or in groups as a team. Adding ballet step vocabulary. Hungarian Peasant style character dance steps. Learning to dance as solo, duet or groups. It is recommended at this level to attend twice a week.

**Plum Ballet is RAD Grade 3 (8-11yrs)** Students at this level are introduced to extended bare exercises. Increasing demi pointe work, stretching and strengthening. Coordination through the body along with adding to the vocabulary of traveling steps, elevation and pirouettes. Free movement and use of upper back. Character steps in the Russian Peasant style. Students at this level are required to attend 2 to 3 classes per week.

**Red Ballet is RAD Grade 5 (11-13yrs)** Students at this level perform specific exercises at the barre and centre. Extending their step vocabulary. Increasing stamina, discipline and concentration. Developing expressiveness and artistry. Building strength for pre-pointe work. Self expression through free movement. Character steps in the Russian Peasant style expanded. Perform with expression and communication. Students at this level are required to attend 3 to 4 classes per week.\*\*to strengthen for pre pointe shoes and pointe shoes.

**Inter Ballet RAD Vocational Grade and Grade 6,7,8 (12-15yrs)** Students who have progressed to pre professional level, now have an extensive ballet vocabulary. Developing good secure posture, co-ordination of the whole body. Performing articulated footwork and secure use of legs. Demonstrating line and placement of arms and body. Working toward strong pirouettes and elevation. Sense of performance and artistry. Progressing to pointe work at the teachers discretion. Preparing for the New Intermediate Vocational examination. Students at this level are required to attend 3 to 5 classes per week required for examination and pointe work.

**Advanced Ballet (14yrs & up)** Students at this level have a vast vocabulary of classical ballet. Having achieved a very high standard passing all the above grades up to Grade 8 Award and are working on Advanced 1 and Advanced 11. Students are required to attend 4 to 5 times to keep up strength for this level.

**\*Some classes will be combined this year. Example:- Last years Red Ballet will work with Inter/Navy ballet. Tuesday's older Blue students will work with Tuesday's Plum Ballet as per enclosed class list and colors, please note to be able to stay with this Plum Ballet color group students should attend 2 to 3 times per week.**

**TAP Program** - we offer tap as an alternate dance disciplines to be studied alone or in conjunction with classical ballet.

**Jazz Classes** - as with the tap program, jazz is introduced as another alternative dance discipline to be studied alone or in conjunction with classical ballet.

**REGISTRATION/INSURANCE FEE:**

**\$60.00 per student due with first month's fees.** Registration forms/production contract and photo release must accompany payment. We have highlighted the appropriate classes on your schedule. Please confirm preferred class days and times on registration form.

**CLASS TUITION:**

**Due the 1st of each month**, commencing September 1, 2011 through June 1, 2012. **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 7th 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 to Quit-**we require four weeks notice by phone or in writing to quit through April 1. After that date, the full payment commitment through June will be required.

**TUITION FEES:**

<u>Class Length</u>	<u>10 Monthly payments</u>	<u>Class Length</u>	<u>10 Monthly payments</u>
<i>1/2 hour class</i>		<i>3/4 hour class</i>	
1 class per week	\$85.00	1 class per week	\$90.00
2 classes per week	\$150.00	2 classes per week	\$160.00
3 classes per week	\$225.00	3 classes per week	\$240.00

**Class Length**

*one hour or longer class*

<u>Class Length</u>	<u>10 Monthly payments</u>
1 class per week	\$95.00
2 classes per week	\$175.00
3 classes per week	\$245.00
4 classes per week	\$315.00
5 classes per week (family)/unlimited for one student	\$385.00
6 classes per week	\$450.00
up to 12 classes per week per family	\$475.00
Drop in rate for any length class	\$25.00
Private lessons- available by appointment	\$35.00 per 1/2 hour
Semiprivate lessons for 2 students	\$50.00 per 1/2 hour

**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.

Susan Hayward School of Dancing  
**Fall/Winter/Spring Schedule 2011/2012**

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**Studio 3 (Auditorium)**

**Studio 1 (Upper Level)**

**Monday**

4:00-4:30 Private-F. Gleeson 4:30-6:00 Inter Ballet (12-15yrs) 6:00-7:00 Jazz Jrs-Srs 7:00-8:30 Ad. 1 Ballet (14yrs & up)	4:15-5:15 Plum Ballet Gr 3 (8-11yrs) 5:15-6:00 Plum Tap (8-11yrs) 6:00-6:30 Private-Z.Phillips
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**Tuesday**

4:00-4:30 1st Steps (2.5-5yrs) 4:30-5:15 Buttercup Ballet (5-7yrs) 5:15-6:15 Orchid Ballet (7-8yrs) 6:30-8:00 Inter & Ad Ballet (12yrs & up) 8:00-8:30 Private-Q. Sommer	4:00-4:30 Blue Tap (7-9yrs) 4:30-5:30 Plum Ballet (8-11yrs) 5:30-6:30 Advanced Tap (12yrs & up)
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**Wednesday**

**Dance School Closed**

**Thursday**

4:00-4:30 Private- 4:30-5:00 Private-A. Drobnick 5:00-6:15 Inter Ballet (12-15yrs) 6:15-8:00 Ad. 1 Ballet (14yrs & up) 8:00-8:30 Private-H. Holmlund	
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**Friday**

4:15-4:45 Private-S. Adler 4:45-6:00 Inter Ballet (12-15yrs) 6:00-7:15 Ad 1 Ballet (14yrs & up)	
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**Saturday**

9:00 - 9:45 Buttercup Ballet (5-7yrs) 9:45-10:45 Orchid Ballet (7-8yrs) 10:45-12:15 Ad 1 Ballet (14yrs & up) 12:15-12:45 Private-L.Hall 12:45 - 1:15 Private-R. Walker 1:15- 1:45 Private	9:00- 9:30 1st Steps (2.5-5yrs) 9:45-10:45 Plum Ballet (8-11yrs) 10:45-12:15 Inter Ballet (12-15yrs) 12:15-12-45 Private-K. O'Connell 12:45- 1:15 Private-K.Arnold
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**Explanation of Class colors**

1st Steps/Pink Leotard  
 Pink Ballet is now Buttercup Ballet/Yellow Leotard  
 Blue Ballet is now Orchid Ballet/Orchid Leotard  
 Lavender Ballet is now Plum Ballet/Plum Leotard  
 Inter Ballet/Eggplant or Jade  
 Advanced Ballet/Purple or Mint

New Leotards can be ordered through the dance school as per Page 12/order form

Private slots are subject to change, depending on students other activities

# Class Recommendations and Attire

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## Recommended Classes for Ballet Students:

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 is at the discretion of instructors based on their professional opinion of each individual student's ability to achieve a successful result.

BUTTERCUP BALLET (5-7yrs) - 1 or 2 classes per week (RAD Primary)

ORCHID BALLET (7-8yrs) - 2 class per week (RAD Gr. 1-2)

PLUM BALLET (8-11yrs) - 2 to 3 classes per week (RAD GR. 3)

RED BALLET (11-13yrs) 3-4 classes per week (RAD Gr. 5)

INTER BALLET (13-14yrs) -3-4 classes per week (Grade 6.7.8. & New Intermediate Vocational level)

ADVANCED BALLET(14yrs & up) 4-5 classes per week (Ad 1 and 2 Vocational & Gr. 8 Award)

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

**About "Soft-Blocks" and Pointe Shoes**-students must be a minimum of eleven years old and studying ballet 3 to 4 lessons a week to start training en 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 for pointe work, and placement is at the sole discretion of instructors. The students' safety is our main concern.

**DRESS CODE:** Dancing is a form of discipline, and as such all students should be properly groomed and attired. Students' appearance should be neat and tidy. Hair should be secured away from the face- ballet students should wear a neat bun. **We cannot supply hair nets and pins for the entire school! Every dancer should have their own ample supply of hair stuff, and keep recycling it.** Short hair should be held back in a headband. No jewelry or watches in class.

**Girls/Ladies Ballet Uniform** *Note full soled pink ballet shoes from 1st Steps to Grade 5*

**First Steps:-** Pink leotard with attached or separate chiffon skirt. White or pink tights and pink ballet shoes.

**Buttercup Ballet:- Yellow** leotard. Separate chiffon skirt. White or pink tights, pink ballet shoes.

**Orchid Ballet:- Orchid** leotard, matching elastic waist belt, pink tights, pink ballet shoes. Character skirt & shoes.

**Plum Ballet:- Plum** leotard, elastic waist belt, pink tights, pink ballet shoes. Character skirt & shoes.

**Red Ballet:- Red** cap-sleeved leotard, red waist belt, pink tights, pink ballet shoes. Character skirt and shoes.

**Inter Ballet:- Eggplant or Jade** leotard, black elastic belt, pink tights, pink ballet shoes with elastic (ribbons for exams). pre/soft pointe shoes. (Pointe shoes for last years Navy Group.) Character skirt and shoes.

**Advanced Ballet:-Purple or Mint Green** leotard, black elastic belt, pink tights, soft-blocks & pointe shoes. Character skirt & shoes.

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

**No t-shirts or outdoor clothes in the studio. In cold weather, ballet sweaters are allowed but must be removed after the barre. Ballet skirts for juniors and up are allowed only at the discretion of the teacher.**

## Boys Ballet Uniform

**First Steps-Gr. 3 Ballet:-** white t-shirt, black shorts or leggings, white socks, black full sole ballet shoes\*\*\*Black jazz shoes needed for character for RAD Grades.

**Girls and Boys:- Tap-** any color leotard (girls) t-shirt (boys) and black jazz pants. Black tap shoes. *Girls' hair must be in a ponytail.*

\*\*\***Leotards, tights, shoes, elastic waist belts, Pre Pointe Shoes and Character Shoes** can be ordered through the school-order see form enclosed. Note: as we are using new leotard colors please be sure to send your order form and check made out to **Susan Hayward**, by **August 5th** to ensure you receive items in time of Sept. classes.

\*\*\***Character skirts** ordered from Lily Rosado in New York, forms in foyer or at [www.characterskirt.com](http://www.characterskirt.com).

\*\*\***2nd hand Character** shoes are available see teachers first week of classes. price range \$15 to \$18

\*\*\***DANCE SHOES ALL LOOK THE SAME!** *Please mark all clothing and shoes (inside) with students' name. Lost and Found bin in the foyer. We are not responsible for lost articles.*

\*\*\***PLEASE DO NOT BUY THE DANCE SHOES AT "PAYLESS". THEY ARE NOT MADE PROPERLY**

The historic building privately owned and operated by Ms. Hayward and maintained by her partner, Larry Fosnot. We do have rules that we expect all students and parents to follow in order that we can provide a safe and respectful learning environment for our students. Our rules extend to the respectful treatment of our beautiful facility and neighborhood. Ms. Hayward lives in the building. Her apartments and restroom are private and off-limits to parents and 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 in class 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 of activities 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 can inhibit 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, going in office or private rooms, cupola, running or gymnastics in the public areas
  - any 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 well attended-no "toddlers on the loose" please! or playing near the stairways
3. **Noise in the foyer should be kept to a minimum-** both as not to distract classes and not to overwhelm small children.

**Parking Lot:**

1. Park properly at all times. Enter and exit with caution.
2. **ABSOLUTELY NO UNATTENDED CHILDREN IN THE PARKING LOT OR THE PATHWAY BELOW THE DECK-this is extremely dangerous and detrimental to the planted areas.**
3. **NO DOGS- PERIOD-we do ask that you respect this rule.**
4. There is a map attached of appropriate parking areas.

...In general, we are very lucky to have this wonderful space to dance and learn in and 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. **School is closed Wednesdays** except for special rehearsals/events. Questions can be addressed in person or by phone during office hours, or via e-mail or a note dropped in the payment box. Please do not disturb teachers between classes.

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

# Susan Hayward School of Dancing School Calendar 2011/12

Our Calendar follows the Cabrillo Unified School District Legal and Adopted Holidays for 2011/2012 school year as shown below

July 2011							August 2011							September 2011							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	1	2	3	4	5	6					1	2	3		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	X	O	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		

October 2011							November 2011							December 2011																
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat										
						1	S			1	S	2	3	4	5					1	S	2	3							
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10										
9	10	11	12	13	14	15	X	13	14	15	16	17	18	19	11	12	13	14	15	16	X	17	X							
16	17	18	19	20	21	22	20	21	22	23	X	24	X	25	X	26	X	18	19	X	20	X	21	X	22	X	23	X	24	X
23	24	25	26	27	28	29	27	28	O	29	30			25	26	X	27	X	28	X	29	X	30	X	31	X				

January 2012							February 2012							March 2012											
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat					
1	S	O	3	4	5	6	7				S	2	3	4					1	S	2	3			
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10					
15	16	X	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17				
22	23	24	25	26	27	28	19	20	X	21	X	22	X	23	X	24	X	25	18	19	20	21	22	23	24
29	30	31					26	27	O	28	29			25	26	27	28	29	30	31					

April 2012							May 2012							June 2012								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
1	S	X	X	X	X	X			1	S	2	3	4	5						1	S	2
8	O	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9		
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16		
22	23	24	25	26	27	28	20	21	22	23	24	25	26	X	17						23	
29	30						27	28	X	O	30	31		24						30		

KEY: Registration **R** / Dance School open **O** / Dance School closed **X** / Tuition Due 1st of Month **\$** / Summer Camp

## Events

Registration Starts Aug. 1st 2011      First day of Class- Tuesday Sept. 6th 2011  
 Fundraiser - Fall Family Night (country dancing for all the family) Friday Oct. 14th 7:00-9:00pm  
 Nutcracker Performances;- Tentative dates Dec. 2,3,,9,10.

RAD Vocational Exams (Upper School) - Northern Calif.Tour starts February 27th 2012  
 Childrens RAD Grade Exams - Northern Calif.Tour starts March 2nd 2012  
 Spring Production Tentative dates June 1st & 2nd 2012

Last day of regular classes June 9-2012 Summer Camp June 18-29-2012

## Dance School Closed

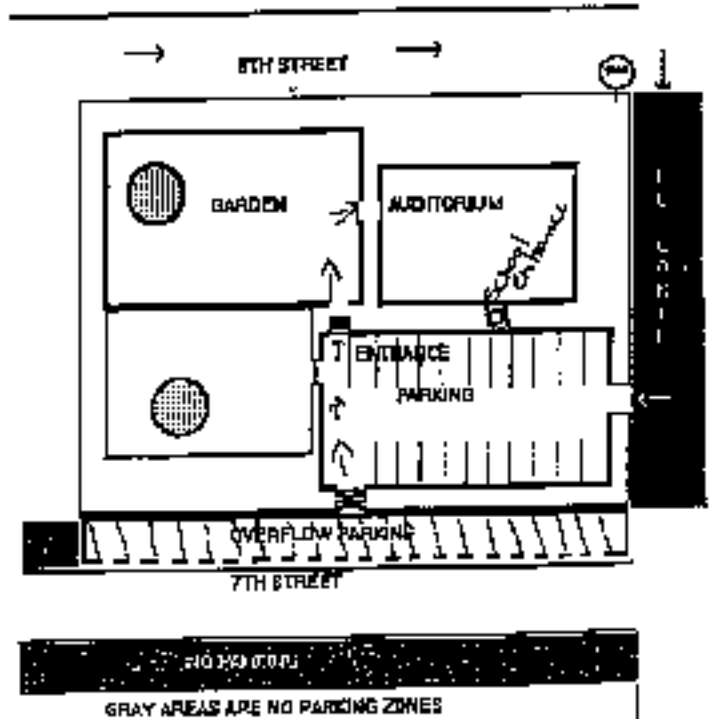
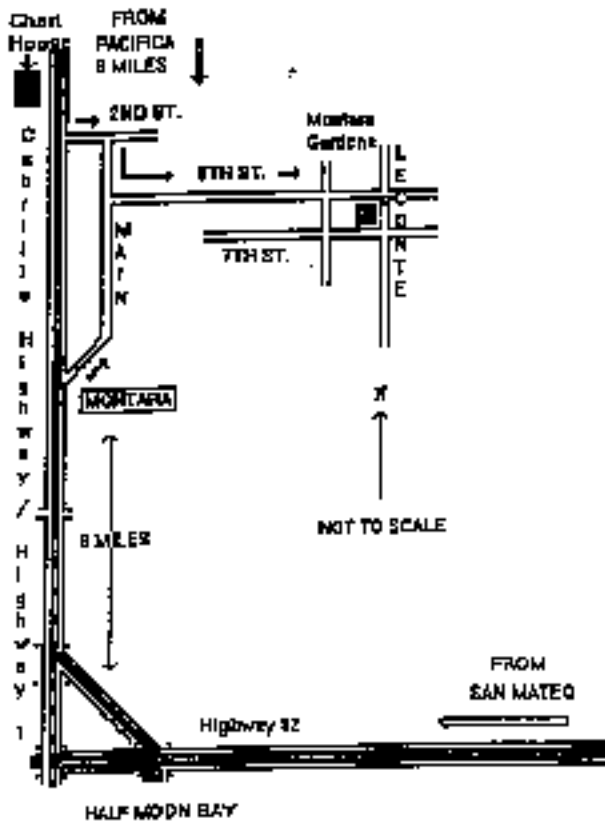
Labor Day Sept 5 /Pumpkin Festival Sat. Oct 15/Thanksgiving 23,24,25,26  
 Winter Recess Dec.16-Jan.1 / Martin Luther King. Day Jan.16/  
 Presidents Week Feb. 20-24 / Spring Recess April 2--8 / Memorial Weekend May 26,27,28



MONTARA GARDENS LOCATED IN THE FORMER MONTARA GRAMMAR SCHOOL CIRCA 1915

**PERFORMANCE AND EVENT PARKING REGULATIONS ARE EXTREMELY IMPORTANT AND MUST TO ADHERED TO AT ALL TIMES OUR USE PERMIT REQUIRES THIS.**

Parking is available in our off-street parking lot, on 7th Street behind our property fence, and on 8th Street in front of our building. Please not on the map the darkened areas are strictly no parking zones, citation will be given if parked in these areas. We are in a residential area therefore we need to respect our neighbours driveways and access areas. During performances for our school please try to use one car per family/car pooling is important. Arrows indicate Auditorium entrance x marks our 7th Street Gateway in the fence leading into the parking lot,



# Susan Hayward School of Dancing

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## **Student Registration/Emergency Information/Payment Agreement Form 2011/12**

(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**

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)** Monday \_\_\_\_\_

Tuesday \_\_\_\_\_ 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 7th of the month, or pay a late charge of \$15.00
- \*I agree to pay 10 monthly payments for the duration of the academic year (Sept-June.)
- \*I agree to pay a registration/insurance fee of \$60.00 (\$50.00 if paid by **August 1st** 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 2011/2012**

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 \$50.00 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!**
- ( ) **Machine Sewing Costumes**
- ( ) **Hand-Sewing Costumes**
- ( ) **Backstage Crew Dads-** change props and sets during dress rehearsals and shows
- ( ) **Painting/Constructing Scenery:-** helping to design and paint backdrops.
- ( ) **Setting up dressing room**
- ( ) **Striking Dressing Room and Set, loading and then unloading at the ballet school after show.**
- ( ) **Program Advertising Coordinator-**send out letter to parents and businesses, for program ads, follow up and collect and organize ads for program.
- ( ) **Poster Distribution-**put up flyers around town prior to show
- ( ) **Costume Storage-** sort and put away costumes the week after the show
- ( ) **Poster design:-**
- ( ) **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

**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 Nutcracker show will be due November 1st 2011 (billing notices will be sent out)**

( ) \$50 donation to the dance school in lieu of volunteer hours.

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

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

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

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

**PHOTO RELEASE FORM**

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

Name of child (children): \_\_\_\_\_

Signature of  
Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Susan Hayward School of Dancing  
New Leotard Order Form

11

Dancers Name \_\_\_\_\_

Parents Name \_\_\_\_\_

Dance Class \_\_\_\_\_ Date of Order \_\_\_\_\_

Leotards  
(Circle color)    Yellow    Orchid    Plum    Eggplant    Jade    Purple    Mint

Size (please use the charts below to order correct size)

Quantity Needed # \_\_\_\_\_

Childrens  
(Measuring your child's girth size, using below to determine Leotard size)

(Circle size)    SC    IC    MC    LC    XLC    Child Total @ \$22 \_\_\_\_\_

Adults  
(Circle Size)    PA    SA    MA    LA    XLA    Adult total @ \$24 \_\_\_\_\_

Amount enclosed \$ \_\_\_\_\_ Make check out to Susan Hayward

How to pick your leotard size

How to measure girth, place tape measure on center of right shoulder, run through crotch and back to right should loosely. Remember, the girth is the most important measurement. When in doubt, let the girth measurement determine size.

Children's Leotard Chart

	Small SC	Intermediate IC	Medium MC	Large LC
Chest	25-27	27-29	28-31	31-34
Waist	21-23	23-24.5	25-26	26-28
Girth	39.5-45.5	43.5-47.5	47.5-51.5	51.5-56

Adult Leotard Chart

	Petite PA	Small SA	Medium MA	Large LA	Ex Large XLA
Bust	32-34	34-36.5	36.5-39.5	39.5-43	
Waist	22-24.5	24.5-27	27-30	30-33	
Hips	31.34	34-36.5	36.5-39.5	39.5-43	
Girth	53.5-57	57-60	60-63.5	63.5-66.5	