



# **Creative Energy Arts Factory**

Studio For the Performing Arts

## **Student/Parent Handbook 2011/2012**

Welcome to the Creative Energy Arts Factory! We are so glad that you are interested in joining our performing arts family!

Here at the Creative Energy Arts Factory we run high quality dance, drama and theatre classes with an emphasis on learning in a fun, positive and lively atmosphere. Our instructors are friendly, enthusiastic, qualified and have both industry and teaching experience. We produce 2 full scale, magical productions per year with all the dance students (one in December and the other late spring), and drama students can expect to mount their own play.

Dance students from age 10 upwards may also register to be part of our Performance Troupe. This dance company will perform locally throughout the year.

Please take the time to read the contents of this handbook. It contains everything you need to know about who we are and what we offer at the studio. Hopefully it answers all of your questions if you are new, or updates you on some changes if you are a returning student. If not, feel free to check out our website, [www.creativeenergyartsfactory.com](http://www.creativeenergyartsfactory.com), call, email or ask before or after classes!

There is always something happening at the Factory!

Alana Rybar  
Studio Director

## Dance levels

Our dance levels are as follows:

Little Stars: 3 – 4 yrs

Junior: 7 – 8 yrs

Senior: 12 – 15 yrs

Pre Junior: 5 – 6 yrs

Intermediate: 9 – 11 yrs

Advanced: 14 – 18 yrs

Below are the Dance Styles we offer to the different Dance Levels:

Dance Style	Dance Levels Offered	Description
Ballet/Creative Movement	Little Stars	30min dance class with emphasis developing creativity, gross motor skills, musicality and rhythm, using ballet and jazz technique, free movement and props. <b>Children must be 3 years of age and be toilette trained.</b>
Ballet and Jazz Combo	Pre Junior Junior Intermediate	Students at this age attend two classes each week. One ballet (RAD) and one jazz, developing a strong foundation in both genres. Pre-Junior and Junior lessons are 45min each while intermediates attend two 60min lessons.
Classical Ballet	Senior Advanced	Senior and Advanced classical students make up the main cast for studio productions. In addition to their 60min technique class, students wishing to try for a principle role must also enroll in cast rehearsal classes.
Jazz	Senior Advanced	This 60min class builds on the skills learned in the combo classes of previous years. Emphasis is on turns, leaps, flexibility and routine.
Tap	Junior Intermediate Senior Advanced	Class with emphasis on rhythm and Broadway Tap. 45min for Juniors and 60min for all other age groups
Modern	Intermediate Senior Advanced	Free earthy technique focusing on strength, floor work, partnering and lifting. Highly recommended in conjunction with classical ballet.
Musical Theatre	Junior Intermediate Senior Advanced	60min class. 30min Singing lesson, 30min Broadway Jazz
Hip Hop	Junior Intermediate Senior Advanced	45min Funky earthed, street style dance
Stretch and Strength	Intermediate Senior Advanced	Rooted in Pilates, this floor class is a must for the dancer who wishes to improve their strength and flexibility. <b>Highly recommended for serious dance students and compulsory for Pointe students</b>

Cast	Senior Advanced	Students wishing to participate in a principle role in the winter and spring productions must enroll in cast. To enroll in cast students must be enrolled in senior classical and at least one other genre of dance.
Pointe	Invitation Only	This class is invitation only as it relies on a strong classical foundation. To be eligible to dance en Pointe students must be a minimum 12 years of age, have attended at least 1 term at the studio, and also attend the classical ballet and stretch and strength classes.
Adults	Various	60min. No experience necessary. Come and learn the basics and have a laugh at the same time. Adults do not perform in studio productions

## Drama

Our Drama Levels are as follows:

Drama 101: 7 – 9 yrs

Drama 102: 10 – 12 yrs

Our drama students learn all facets of acting and stage production. Emphasis on character development, acting for stage and screen, ensemble work, script work, set design and construction, make up as well as basic theatre skills.

## Studio Etiquette

Please note the following policies and procedures we have at the studio to keep things running smoothly and safely.

**Dropping your child off:** Please do not drop off your child to early class. Arriving 10 minutes early for your child’s lesson gives them plenty of time. Classes will start on time and it can be distracting for the students already in class, it can also be embarrassing for students to wander into a class that has already commenced. Please enter the studio via the “in” door (the door on the right with the viewing window) and exit via the “out” door on the left.

**Picking your child up:** Please be prompt in collecting your child from classes. While we acknowledge that parents can get held up from time to time, there is no supervision for uncollected students. Please come in to collect your child rather than asking them to wait outside, even in the summer months. We care about the safety and welfare of all our students and want to make sure they get collected by the right people. We are unable to supervise children outdoors before or after class.

**The Viewing Window:** Parents are more than welcome to watch class through the viewing window but please be discreet. It can be distracting for students to constantly have people peering

in at them while they are dancing. Please also respect the flow of traffic by not allowing younger siblings to stand on chairs to watch through the viewing window.

**Photographs and Video:** Photography and video of lessons is not permitted at the studio or during productions. If you would like to take a photograph of your child in the studio please ask the teacher and do so in between classes. Your teacher will be more than happy to pose with your child if desired.

**Food and Drink:** The studio itself is a food and gum free zone. Please keep all snacks in the dressing room and ensure that your child disposes of any gum before entering the studio. Please ensure that your child has had a snack before classes as with our busy schedule we do not have time for snack breaks. Also note that we are a nut-restricted area so please make sure that any snacks sent along for after classes do not contain any nuts. If sending along a drink with your child, please make sure that it is in a tightly sealed water bottle. There is however a drinking fountain down the hall which students are welcome to use.

**Mailing List:** The majority of our communication is done by email. Correspondence is sent out on a need to know basis, usually in the form of a weekly newsletter, and all information is integral to your child's participation at the studio. If you do not have email please check the notice board regularly to keep up to date.

**Behavioral Issues:** At the Creative Energy Arts Factory we have only kind, considerate and respectful students, but even good kids are in judgment from time to time. In the unlikely event that there are consistent issues with a student's behavior in class or conflict between two or more students, parents and the director will be brought in. A meeting with student(s) teacher, parents and director will be called with the desirable outcome resulting in the inappropriate behavior ending or a restructuring of the relationship between the conflicting students. Everyone must feel safe and accepted at the studio.

**Lost Property:** Please make sure that your child takes all shoes, clothing and water bottles home with them after class. There is a lost property box at the studio, however the staff do not accept any responsibility for missing items. Please be sure to write your child's name all of their shoes and uniform items. With 120 students, it is impossible to identify unlabelled property.

**Stickers:** On the occasion of a class doing exceptional work, we like to award stickers for outstanding effort as a form of encouragement and praise. If your child comes home with a sticker, please understand that this is our highest form of praise and encourage that excitement. A sticker is such a small thing to us but is a big deal to the students.

**Parent/Instructor Interaction:** Our instructors and directors are open to discussion, questions and feedback regarding your child, but please be considerate when approaching the instructor and choose an appropriate time: either before or after classes, and be mindful of confidentiality. At Creative Energy Arts Factory we have a zero tolerance policy toward verbal abuse or aggressive behavior directed at our instructors, administrative staff and volunteers. We reserve the right to terminate relationships with students whose parents engage in this behavior. In this circumstance a pro-rated refund will be issued. Issues regarding instructors should be brought to the attention of the Principal Director.

## Important for Parents of Little Stars

Starting dancing is a magical and rewarding experience no matter what age the pupil, however for our 'baby ballerinas' as we like to call them, it can be a big adjustment and overwhelming at first. For many it is the first time they are away from their parents or babysitters in a structured learning environment. We want this to be a positive step in their development and therefore make the following requests:

**Uniform:** Please send your child only in the ballet attire specified below. Follow the instructions in the 'Uniform' section to make sure you buy the correct dancewear. While it can be fun to wear a tutu or fairy dress, it is distracting for the child and often more a hindrance. Wings are dangerous and long skirts pose a tripping hazard. It is also upsetting for the other children who aren't in their fairy costumes.

**Wait in the waiting room:** Please wait in the waiting room for the duration of your child's lesson. It is a great time for dance parents to relax and have a chat. The viewing window is there for your enjoyment, however we do not allow parents to sit in class and watch. From time to time, the parents may be invited to watch the last few minutes of class, however this is at the discretion of the teacher. At this age, the children often need assistance in the washroom and with 10 students and 1 teacher; it is impossible for us to take them to the washroom. It is studio policy that to join the little stars dance class that your child is toilet trained. Please be on hand!

## Uniform

The school colours of the Creative Energy Arts Factory are black, white and pink. The correct uniform items can be ordered from [www.discountdance.com](http://www.discountdance.com). Click on the 4 Teachers Link in the top right hand corner of the page and then enter the Creative Energy Arts Factory studio code: **TP31625** in the search panel on the left hand side. This website offers reasonable prices, quality dancewear and prompt delivery. Parents are encouraged to view these lists as a guide, to ensure they purchase the correct style shoe, even if they decide to shop elsewhere. This is a new resource for the studio and has been set up because we understand how difficult it can be to find dance supplies. If in doubt, please ask. **Please note that in the event of forgotten footwear your child will be allowed to attend class in bare feet only. No socks or tights without shoes.**

Different classes have the following uniform requirements:

Dance Style	Gender	Uniform Requirements
Ballet	Girls	Black or pink leotard, pink ballet tights and pink leather ballet shoes. Ballet shirts may be worn but please no tutu skirts or fairy wings.
	Boys	Black or white fitted t-shirt, black jazz pants and black ballet shoes.
Jazz and Musical Theatre	Girls	Black or pink leotard, black jazz pants and black split sole jazz shoes.
	Boys	Black or white fitted t-shirt, black jazz pants and black split sole jazz shoes.
Tap	Girls	Black or pink leotard, black jazz pants and black Mary-Jane tap shoes

Tap	Girls	with buckled strap. Please do not buy the cheap lace up kind, as they are uncomfortable and difficult to dance in. Please note, nude shimmer tights required for performance and competition.
	Boys	Black or white fitted t-shirt, black jazz pants and black lace up tap shoes.
Modern	Girls	Black or pink leotard, black jazz pants and skin tone paws or bare feet.
	Boys	Black or white fitted t-shirt, black jazz pants and skin tone paws or bare feet.
Hip Hop	Both	School colours with clean street shoes. Please change into your street shoes at the studio to avoid treading mud through the studio.
Pointe	Girls	Ballet uniform with pointe shoes. Gel toe pads are highly advisable.
Stretch and Strength	Both	School colours with bare feet.

**Hair:** The grooming of the students is considered uniform at the studio. Untidy hair is not only distracting for the child but is also a discipline of respect and preparation for class. In the same way that a dancer warms up their muscles, taking the time to fix hair into a bun helps the student mentally prepare to focus. As the student progresses to learning more difficult movements and turns, hair can whip around into an eye and has been known to cause tears on more than one occasion. If your child's hair is too short for a bun or even a ponytail, please make sure that it is held off their face with a headband. No Bangs please!

## Registration

Parents can register at any one of our registration days at the studio or at the fall registration fairs in Fernie or Sparwood. Full payment for the year upfront or in post-dated cheques and completed registration forms, must be received in order to secure your child's place in a class. To ensure quality instruction for all students involved, class numbers are limited.

In order to discern which class is suitable for your child, calculate their age as of December 31<sup>st</sup>, 2011 and enroll them in their appropriate age group. Students' advancing a level prematurely is at the discretion of the faculty and is not open to negotiation. Please note however that this age guideline does not apply to the Little Stars class who must have turned 3 prior to their commencement.

## Fees, Payments and Refunds

Due to the large number of students attending classes we give priority to students wishing to enroll in a full year of dance tuition. Students only wishing to complete half a year are waitlisted and will be contacted should a place become available. Drop in rates are not available.

A student's place in a class is secured with completed registration papers and the full years tuition. Parents may pay with cash or cheque and choose from the following payment methods:  
Full year up front.

2 Post-dated cheques. One for September, the other for January  
 8 Post-dated cheques for the 1<sup>st</sup> or 15<sup>th</sup> of the Month from September – April.

**No refunds will be given except in extenuating circumstances and all refunds are at the discretion of the faculty. NSF cheques will receive a \$20 late charge.**

## Tuition Fees for 2011/2012

Please note that Pre-junior and Junior Combo classes are charge at the 90min rate as the student attends two 45min classes per week. Intermediate combo rate is charged at the 120min rate as the student attends two 60min classes per week. The following fees do not include HST:

Class Length	Fee Per Year	Works out to Average per Month	Work out to Average per Week
30 min	\$265	\$33.13	\$8.83
45 min	\$310	\$38.75	\$10.33
60 min	\$400	\$50	\$13.33
90 min	\$620	\$77.5	\$20.66
120 min	\$800	\$100	\$26.66
Unlimited	\$2500	\$312.5	\$83.33

The Unlimited fee is for students who attend over 6 hours of classes per week. **The Unlimited fee does not include Pointe, as it is an invitation only class, nor does it include competition fees.** It allows highly committed students to attend more technique classes, while making it more affordable for families. Students on unlimited will perform 1 routine in each dance style in the studio productions and parents will be liable for one costume fee per genre that your child attends, unless cast in a principle role. Students on the unlimited program must commit to dancing a full year and enroll in all classes they wish to attend.

## Family Discount

Family discount of **10% off the second and subsequent child’s fees (before tax)** is given to families with more than one child attending dance classes, when the two children are enrolled in 4 or more classes between them.

Please note however that families with a student paying the Unlimited fee are not eligible for family discount as they are already receiving one discounted rate.

## Additional Fees

The dancers will present 2 full-scale productions per year and the drama students can expect to present one play. Putting on shows of any scale and caliber can be expensive and while we try to keep costs down by charging a rental fee on costumes, instead of making you purchase them, there are additional costs that you agree to meet by enrolling your child.

**Costume rental:** this is charged on a per costume basis, costume fees are due at the end of November and the end of April.

**Tights:** some items in the show require specific tights, which differ from what is worn in class.

**Uniform:** the correct footwear and uniform for all classes

**Hair:** Bun nets, bobby pins and all the necessary hair equipment for class and show.

Please also note that during competition years, competition students all require the same style of shoe so parents may be liable to purchase the studio brand of shoe if they choose not to follow the guidelines provided at [www.discountdance.com](http://www.discountdance.com).

## A Final Note

I hope that all of your questions have been answered. We look forward to seeing you in and around the studio next year and hope that your children learn to love the performing arts as much as we do!