



danceworks^{INC}

2013-2014

Student & Parent

Studio Handbook

Welcome to Danceworks

Founded in 1992, the mission of Danceworks, Inc. is to enhance the joy, health and creativity of the community through performances, classes and outreach activities that integrate dance and other art forms. Danceworks contributes to Milwaukee's cultural vitality by sparking a lifelong interest and participation in the arts. It is committed to taking arts and arts learning beyond the studio and theatre and into the community by creating work that resonates with diverse groups of people.

We serve more than 60,000 children, adults and seniors each year through:

Original contemporary performances by the Danceworks Performance Company (DPC) and a year-round experimental venue for local and national artists called the DanceLAB;

- Weekly dance and dance fitness classes at our downtown studio and at satellite locations;
- Dance and arts programming at schools in Milwaukee and surrounding communities;
- Dance and arts programming for underserved elders.

Danceworks' studio philosophy is to nurture and develop the spirit and the body through dance technique, physical discipline and self-expression. Our instructors are experienced professional dancers and dance educators who have the necessary knowledge to teach students of varying ages and ability levels.

Our classes and programs are dedicated to helping every child reach their fullest potential, both physically and mentally. We believe that all children benefit from dance and other arts activities. We strive to create an environment in which each student develops self-discipline, self-confidence and enthusiasm for the performing arts. Danceworks follows class capacities that allow instructors to get to know each student as an individual and to ensure that students receive the personal attention they need to succeed.

Our dance curriculum for children is designed to introduce and practice age-appropriate movement skills, to prepare students for working and functioning within a classroom environment, and to instill a love of dance. It is very important that students are in classes appropriate for their age.

The student – parent handbook is designed to help answer questions regarding Danceworks classes, policies and other important information, at all of our locations. We recommend that parents become involved in their child's dance education. Please take a moment to look over this important information with your enrolled student. **Feel free to contact Danceworks' Director of Education, Amy Brinkman-Sustache, if you have if you have questions of any kind.**

These studio policies set forth will be strictly followed. Below are some of the most important highlights:

- Respect my instructor and his/her classroom policies.
- Respect my fellow classmates.
- Arrive to each class on time with a positive attitude and ready to learn.
- Follow the proper dress code for the class(es) I am attending.
- Respect the studio/art space and common areas of Danceworks and do my part to keep them clean.

Contact Information:

Main Office (414) 277-8480 ext. 6007, Email: info@danceworksmke.org

Website: www.danceworksmke.org

Amy Brinkman-Sustache, Director of Education, Phone: (414) 277-8480 ext. 6002

Email: abrinkman@danceworksmke.org

Melissa Feldmeyer, Director of Operations Phone: (414) 277-8480 ext. 6004

Email: mfeldmeyer@danceworksmke.org

Danceworks at the Harry and Rose Samson Family Jewish Community Center (JCC)

6255 N. Santa Monica Blvd

Whitefish Bay, WI 53217

JCC Phone: 414-967-8200

Satellite Manager- Faith Halaska

Phone: (414) 277-8480 ext 6003 Email: fhalaska@danceworksmke.org

Communication: The Danceworks staff primarily uses email to communicate information to families. Please ensure that your current email address is on file with our office. We believe that good communication is necessary and very important to your child's progress and overall experience.

Dress Code:**All Combination classes, Pre-Ballet, Ballet, and Creative Dance:**

Girls: Black leotard, pink tights and appropriate shoes for class style. Dance skirt is optional with permission from instructor.

Boys: Solid white t-shirt, black jazz pants or close fitting sweat pants and appropriate shoes.

Ballet shoes must be worn by all students in pre-ballet, creative dance and ballet technique classes. Tap shoes must be worn for combination classes that include tap.

Jazz, Contemporary, Tap and Theater Dance and combination classes including these styles: Girls & Boys: Black jazz pants and a solid-colored close fitting top.

Jazz shoes are required for jazz and theater dance classes.

Tap shoes are required for all tap classes. Hard sole tap shoes are recommended for better sound quality.

Hip Hop:

Comfortable, non-restrictive clothing and dance or street sneakers. No dresses or skirts. Street shoes must be carried in and cannot be worn directly from the outside. Over-sized clothing can be dangerous while dancing and should not be worn in class.

Ballroom Styles:

Comfortable street clothing can be worn and street shoes with smooth leather sole. Street shoes must be carried in and cannot be worn directly from the outside.

Dangling jewelry of any kind should not be worn in any class.

Hair should be pulled back away from face for all classes and should be worn in a traditional ballet bun for all ballet technique classes level I and up.

Purchasing Dance Wear: Children's dance shoes and basic dance wear are available for purchase at Danceworks Water Street Location. If you make your purchases during our designated fitting weeks, you will save the cost of shipping. Visit our website to view a schedule of fitting dates and all available dance attire and other merchandise.

Attendance: Consistent attendance is crucial to your student's progress. All students are expected to arrive on time for class and are required to check in for each class at the reception desk. Students entering class late for any reason may be asked to observe the class rather than participate. This decision is left up to the discretion of the instructor. Please do not send your child to class if he/she has an illness that can be passed along to other students. Students are encouraged to make up missed classes in another class of the same age/level. **Make up classes must be made up in the same session that they were missed.** Please do not plan to make up classes during observation week. Refunds or pro-rated tuition **will not** be granted for missed classes.

Progress Reports: Children's classes progress from session I in the fall to session II in the spring. Students should remain in the same class for a full year unless their instructor makes another recommendation and believes more advanced work will be beneficial to the student. Student progress reports will be distributed to the parents in the spring at the end of session II. This report will inform parents of their child's progress and achievements and will also make class recommendations for the next session. Questions regarding a student's class level should be directed to their instructor or Danceworks' Director of Education, Amy Brinkman-Sustache.

Class Cancellations: Danceworks reserves the right to cancel any class that does not meet minimum enrollment. Any tuition paid can be transferred to another class, credited to a student's account or refunded upon request.

Weather Related Cancellations: If classes are cancelled due to inclement weather, Danceworks will post a message on the outgoing message of the general voicemail at (414) 277-8480 (x 6007), on the home page of the website at www.danceworksmke.org and on all social media. Weather related cancellations will also be posted on Channels 4 and 12 during regular television programming as well as on these local channel's websites. Students paid in full will be permitted to make up this class in another class within the same session, but no refunds will be issued.

Safety: Students should never be left unattended in the lobby before or after class and should remain inside the building while waiting to be picked up. Students should not wear dance attire outside the building without covering up. We also remind students to who might be driving themselves to and from class that they should not walk to their cars alone. Note the location of all exits and fire extinguishers in case of emergency. Please become familiar with this information.

Registration Procedure: All registrations are processed on a first-come, first-served basis. Please be sure that all registrations are complete at the time of submission. A confirmation will be sent via email when a registration is submitted online but not for phone and in person registrations. Students who are registered for classes in session I will have priority for the following sessions, but registration is still required. Always verify class schedule and space availability when registering for a class by stopping by or calling the studio. Students will not be permitted to take class without a signed waiver. Students under 18 must have a parent/guardian sign the waiver on their behalf.

Create a Danceworks Account: Visit www.danceworksmke.org and click on the register button on the top of the home page to create a profile for you or your family. You can register for classes and track your attendance using this account.

Payment Plans: Tuition can be split into four equal payments and your first payment will be due at the time of registration. Tuition may be paid by cash, check, money order or credit card (Visa, MasterCard, or Discover).

Danceworks' payment plan for one session requires that half of the total tuition be paid on or before the first day of class and balance will be due by the sixth week of class. Payments for a full year of classes can be made in four payments. A payment plan agreement must be completed and signed prior to the first class.

2014 Student Showcase Information: Students in the children's classes at Danceworks will have the opportunity to participate in an informal dance recital at the end of the spring session. Performing can be a great way for students to gain confidence, self-esteem and a sense of accomplishment. Danceworks' recital format is informal to keep the focus on the fun of performing and the art of dance. All costuming is kept simple and does not pose an additional cost to families. **Save the date for this year's student showcase:**

**Water Street- Saturday May 31, 2014 @ South Milwaukee Performing Arts Center
JCC –Sunday, June 8, 2014 (location and time TBA)**

Observing Classes: Family and friends are able to view classes in the studio during the designated observation weeks in each session. During observation week, we ask the cooperation of parents with young children to be courteous at all times and to remove a younger child from the classroom who may be disruptive or distracting to other families. Please mark your calendar for the following observation weeks at **all locations**:

Session I – October 21-26, 2013, Session II – March 10-15, 2014, Summer- July 14-19, 2014. If you would like to observe a class outside of these scheduled dates, please feel free to ask your child's teacher for permission.

Water Street Lost and Found: Please mark all dance attire, shoes and dance bags with your student's name in indelible ink. Items that are found that are marked with a name will be kept in the Danceworks office for one week. Items that are not marked will be placed in the lost and found basket located in the back hallway by the dressing rooms. Lost and found items are kept for six weeks. Unclaimed clothing items will be cleaned and donated to Goodwill. Unclaimed dance shoes will be kept in the Danceworks inventory and given to a scholarship student in need.

JCC Lost and Found: If an item is left in the studio after class, Danceworks instructors will keep shoes and clothing in the studio cabinet. If an item is lost outside of the studio at the JCC, please ask for the lost and found at the Peck desk at the north entrance of the building and a staff member will be able to assist you.

General Scholarships: General study scholarships for students of any age are based on financial need and merit. Interested students must complete a scholarship application and submit it with all applicable documentation before they will be considered for a scholarship. Students can apply for a scholarship for an individual program or class, or for a full year of programming. Scholarship applications will only be accepted during the designated application submission weeks indicated on the application. Visit our website to download an application under "scholarship opportunities". Questions? Contact Amy Brinkman at abrinkman@danceworksmke.org or (414) 277-8480 ext. 6002

Parking at Danceworks on Water Street: Parking in Danceworks' adjacent lots is available all day on weekends, but only after 5pm weekdays. Free street parking is available at all times in front of our building as well as on nearby Jackson St., Van Buren St. and Brady St. There is also limited visitor parking along the east side of the building.

Work Study Program: The work study program is an hour-for-hour exchange of work for taking class. Employment and shift scheduling are determined on an as-needed basis. Visit Danceworks website to download an application under the scholarship opportunities tab. Questions? Contact Hannah Marquardt at (414) 277-8480 ext. 6005 or hmarquardt@danceworksmke.org

Danceworks on Water Street **2013-2014 Class Calendar**

Session I

Wednesday, September 4, Session I classes begin
October 21-16, 2013 Observation Week
November 27-30- Thanksgiving Break
December 22- January 5- Winter Break

Session II

Monday, January 6 - Classes resume
March 10-15-Observation Week
April 14-21- Spring Break (look for information on our week-long spring break workshop)
Tuesday April 22 - Classes Resume
Saturday, May 24 - Last day of Session II classes
Thursday & Friday May 29 & 30 - Student Showcase dress rehearsal at South Milwaukee Performing Arts Center
Saturday, May 31, 12 & 4 pm Student Showcase at the South Milwaukee Performing Arts Center
Monday, June 2 - Summer classes & camps begin
July 4-6, No classes
Saturday, August 26 - Last day of summer classes

Danceworks at the JCC **2013-2014 Class Calendar**

Session I:

Monday September 9 Classes begin
October 21-25 Observation Week
December 21- January 12-Winter Break
December 20-last day of session I
No class at the JCC on the following dates in session I:
Wednesday 9/18, 9/25
Thursday 9/19, 9/26, 11/28
Friday 9/13, 9/20, 9/27, 11/29

Session II:

Monday January 13-Classes begin
March 10-14-Observation Week
April 14-21 Spring Break
Monday May 26-No class
Friday May 30- Last day of session II
June 6- showcase dress rehearsal (time/location TBA)
June 8-showcase performance (time/location TBA)