

DANCE THEATRE *of New Jersey*



WELCOME PACKET

2017-18

112 Bauer Drive, Suite D, Oakland, NJ
201.644.0606 Dancetheatrenj@aol.com
www.dancetheatreofnewjersey.com

CALENDAR

Classes begin Sept 11, 2017

October 31 (Tues)

November 22, 23, 24 ,25, 26 (Wed-Sun)

December 24-Jan 1 (Sun- next Mon)

February 17-23 (Sat-next Fri)

Apr 9-14 (Mon-Sat)

May 28 (Mon)

Last Day of Classes June 14

Spring Performance MANDATORY dress rehearsal June 15, 2018

Spring Performance June 16, 2018

*Calendar subject to change

You can also “Sync” your electronic calendars with our google calendar here:

https://calendar.google.com/calendar/embed?src=dancetheatrenj%40aol.com&ctz=America/New_York

SIGN UP FOR TEXTS FROM DTNJ!

We will send you weather closure information, emergency information, or reminders.

Also, you can follow this link <http://rmd.me/b?rid=263753>

DTNJ would like you to join All studio! 

To receive messages via text, text **@allstudi** to **81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @allstudi'.

Trouble using 81010? Try texting **@allstudi** to **(517) 910-6127** instead.



*Standard text message rates apply.

Or to receive messages via email, send an email to **allstudi@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.



Welcome to Dance Theatre of New Jersey's 2017-18 season! We would like to take this opportunity to say, "thank you for choosing us!" Please read through the handbook for all the information you need for a successful season at DTNJ. It would be a great idea to save this to your "ibooks" or equivalent, for quick access should a question arise. In the interest of keeping it "green", please note that ALL of our communication is via email. Please make sure that you are receiving regular emails from us! If you are not, please let us know so that we can check that we have your correct information. Another good way not to miss great information, is to "follow" our

1. facebook page here: <https://www.facebook.com/pages/Dance-Theatre-of-New-Jersey/112510968783845>
2. Instagram <https://www.instagram.com/dancetheatreofnewjersey/>
3. Twitter <https://twitter.com/dancetheatrej>
4. DTNJ Google Calendar- https://calendar.google.com/calendar/embed?src=dancetheatrej%40aol.com&ctz=America/New_York

A little bit about us...

The Dance Program at DTNJ is one of the leading dance training programs available in our area. Students receive unsurpassed instruction in both the recreational, pre-professional and competitive programs. We provide a fun, high energy and positive environment for all of our dancers. Regardless of program concentration, all students are given the tools needed to exceed expectations and excel to their individual fullest potential.

Dance Theatre of New Jersey is also proud to include AMERICAN BALLET THEATRE® National Training Curriculum, a breakthrough 8 level program that combines high quality artistic training with the basics of dancer health and child development. The ABT® National Training Curriculum consist of a comprehensive set of age-appropriate, outcome-based guidelines to provide the highest quality ballet training to dance students of all ages and skill levels. Primary through Level 5 will be taught by ABT® Certified Teacher, Jaimie Bernstein, who has successfully completed the ABT® Teacher Training Intensive in Primary through Level 5 of the ABT® National Training Curriculum.

These hallmarks are made possible only by hosting one of the greatest faculty teams in the region. Students are afforded the distinct privilege of training with only the most skilled and experienced dance educators in the area.

We pride ourselves in that we strive for our dancers to be well rounded. Our program offers a perfect fusion of traditional technical training and cutting edge styles and choreography. Because, much like our Children's Dance Program, our classes are not solely focused on routines. Class work is paramount in our program to properly train students. Our class sizes are limited to afford students plenty of space to move freely

and without inhibition, as well as to provide instructors and class assistants the opportunity to grant students ample one on one attention.

Our preschool program features the Twinkle Star Dance™ program, which is a nationally recognized, award winning curriculum developed to give our young dancers a great foundation with lots of fun! Our school age program includes classes in Ballet, Pointe, Tap, Jazz, Hip Hop, Contemporary, and Acro. Our goal is to create a friendly, warm and supportive atmosphere in which our students can learn the joys of dance and movement. Our experienced faculty is committed to building self-esteem and confidence, while encouraging our students to achieve their personal best.

We offer competitive, and non-competitive performing opportunities. Our Spring Performance is an exciting and fun experience for all our students. While, our competitive company has ample opportunities to compete, perform locally, travel, and participate in conventions that bring the most sought after teachers and choreographers of the nation. Additionally, our performance group performs at local events, nursing homes, charity events, parades, etc. Finally, all of our students are also welcome to perform in our annual Nutcracker in December.

Our purpose is to provide quality, affordable, and professional dance instruction. This allows our students to fall in love with the art of dance, to instill in our students a love and appreciation for dance and the dedication that it requires, and to provide an atmosphere that is FAMILY FRIENDLY and age appropriate. We provide a place where families can feel comfortable entrusting their children to our instructors, instructors who will teach them with patience and professionalism, that will pass on to them their love and passion for the art of dance, instructors that will give extra attention to the age appropriateness of the choreography taught and the selection of music choices for in class use, and for performance. We offer AFFORDABLE TUITION rates, that include costumes. We always make sure our families are up to date and aware of all policies and procedures so that they can feel secure and guided throughout their child's dance instruction.

Dance Theatre of New Jersey was created to share the love for dance. Dance is a form of art, recreation and physical activity which requires technical training but also allows you to show your creativity, personality and emotions. Dance is meant to be fun, it's meant to challenge you enough that you're working towards goals, but the environment is a place where you enjoy yourself and the people with which you dance.

Policies & Tuition 2017-18

Thank you for choosing to dance at Dance Theatre of New Jersey. Please review our policies and procedures and let us know if you have any further questions.

Enrollment is open all year long. Students may enroll any time, but in order to participate in the Spring Performance, the student must enroll before the cut-off date:

February 1st, providing a costume can still be ordered. Students enrolling after February 1st will still take classes, but will not participate in the performance in the Spring. **Please note that because of our all-inclusive pricing, those registering late, will be assessed a higher registration fee in order to cover the cost of costumes.**

All students are placed in classes according to AGE, with the exception of LEVELS 1-5 and Acro Beg-Adv. Students in levels 1-5 will need to be pre-approved for those classes and be a part of our company. Students will not be placed in classes in order to be with friends or siblings, but by ability. The instructor and studio director will determine placement in any class. Please trust that all decisions made in regards to a student's placement are based upon years of experience and expertise. Placement in any class is not guaranteed for any duration. A student who is excelling may be moved to a higher class level, just as a student who is struggling may be moved to a lower class level. Being switched to another class will only be done based on the instructor and studio director's approval and is always decided upon according to the best interest and progress of the student. Please note that 2 ballet technique classes per week are required to take Pointe.

Dance Theatre of New Jersey primarily uses email to communicate studio information.

We strongly urge everyone, parents and students, to check their email and information boards at the studio often. Please make sure that we have your current contact information. If you don't receive regular updates from Dance Theatre of New Jersey via email, please check to make sure that we have your information correctly or that we are not labeled as spam. We promise not to send unnecessary emails and will never allow your personal information to be given out without your consent.

Dance Theatre of New Jersey reserves the right to refuse service and reserves the right to deny students participation in any performances. Dance Theatre of New Jersey is a private business & therefore we reserve the right to dismiss clients that do not adhere to the standards set forth in these policies. Thank you for your cooperation.

Studio Rules

- Respect for the instructors is crucial. Please also respect your fellow dancers and their families.
- Please wear appropriate dress code, or the student may be asked to sit out the class, if not properly dressed (**see dress code below).
- Students that are disruptive to the class, will be asked to sit down or leave the class. If multiple offenses occur, the student may be asked to un-enroll.
- Please walk in the studio.
- Please keep the lobby and dressing rooms clean and quiet.

- Please do not hang on the barres or touch the mirrors.
- Please do not chew gum in class.
- Please do not bring food into the studio. You may eat in the lobby providing you clean up after yourself.
- FAST FOOD is not allowed at the studio.
- You may bring your own water bottle to class and drink from it when you need to.
- Please use the restroom before class begins.
- Please be on time for class. It is important for a proper warm-up and it also interrupts the class when students walk in late.
- Do not interrupt classes by walking in late, or talking to your children through the windows or open doors.

Waiting area RULES:

Please clean up after yourselves & children.

Please keep voices low.

No ball-throwing, tag, or running.

Please take phone calls outside.

NO FAST FOOD.

Dress Code

Dance is a discipline and begins with the way a student dresses for class. Therefore, appropriate dance attire is required. **** Necessary items are available for purchase at the studio.

In addition, if you would like to purchase DTNJ logo wear, please buy it here:
<http://www.thedancebag.com/dtnj-welcome>

"Pre" and Twinkle Star™ classes- Please wear pink leotard, pink tights, pink ballet shoes (for ballet and jazz), black tap shoes (ballet skirts and tutus are highly recommended).

Ballet classes:

Ballet Age 5-18 Classes - BLACK leotard, pink tights, and pink ballet shoes; Hair secured in ballet bun. Skirts optional, but highly recommended. Warm-ups may only be worn at the beginning of class.

Ballet Levels 1-5 - BLACK leotard, pink tights, and pink SPLIT SOLE, CANVAS, ballet shoes. Hair secured in ballet bun. Warm-ups may only be worn at the beginning of class. Skirts may be worn in pointe class.

Boys – Please wear black dance pants, or athletic shorts with white tight T-shirt, black ballet shoes.

Contemporary, Jazz, Tap, Acro and Hip Hop Classes:

Please wear jazz pants, or jazz shorts, tight fitting top or leotard, and appropriate shoes, hair needs to be up out of the face in ponytail or bun:

Acro - no shoes

Jazz shoes- Tan jazz shoes (pull on), or Tan turners

Tap shoes - Black (lace up), split sole

Contemporary - Tan Turners or bare feet

Hip Hop shoes - Black. Please note that Hip Hop shoes, black combat boots or clean sneakers are acceptable. Shoes will be decided for Spring Performance based on costume.

No "Street" clothes will be allowed.

Students will receive a reminder for improper dress code. After the initial reminder, the student may not be able to participate in class if not properly prepared.

Tuition Policies

There is a \$30 non-refundable per-family Annual Registration/Membership fee. Continuous enrollment must be obtained or else a new registration fee will be charged within the same year. Tuition rates are based per hour of instruction and include costume. We call it all-inclusive pricing. Please add total hours for each student when determining your correct tuition payment. Tuition will be broken up into equal payments, paid for monthly (10 months). Tuition is based on an annual fee for the entire season. All holidays and vacations have been taken into consideration. Tuition will need to be paid in full (full year) or can be paid monthly via automatic charge to a credit card that we will keep on file. The credit card number will be encrypted into the computer system, and there will be no permanent written documentation of the credit card number. We will

be authorized to charge your monthly tuition to the card on file. Please note that if you choose not to keep a card on file with us, then you can pay the tuition in full at the beginning of the year. Payments can be made in cash, check, or credit card. Please make checks out to Dance Theatre of New Jersey and place the student's name(s) in the memo line. There is a \$20.00 service charge for checks returned to us by the bank for any reason.

There will be a \$20 late fee charged if accounts are not paid by the 5th of each month. Students will also need to have a zero balance in order to continue dancing in class.

Drop Policy

Please submit an official DROP form by completing this form

online: https://docs.google.com/forms/d/e/1FAIpQLSduWp2Vm8whe9VvHxGXLR6bbYqzY8Ns2WyBU_LmjlvT4nwkDA/viewform

In order to adjust your account in time for billing, and to arrange for a change in teacher contracts, all class drops or un-enrollments will take 2 weeks to go into effect.

Therefore, we suggest that you submit the drop form by the 15th of the month BEFORE you wish not to be charged. Thank you for your understanding and cooperation! And, thank you for your business! Also, please be advised of the Admin Fee when dropping private lessons.

Your child will NOT be unenrolled unless a drop/switch form is completed. Please keep in mind that in order to re-enroll that year, another membership fee will be accessed. There are NO REFUNDS for missed classes. However, make-ups may be made into an appropriate alternate class. See Make-Up policies below. To see Tuition prices, please [click Here](#).

Tuition is non-refundable.

Make-Up Policies

Make-ups will be given for any student who misses class due to injury or sickness, though the child (ages 7 and up) is still encouraged to come and observe class if they are able. Classes missed for any other reason will not be given a make-up.

The student may take a make-up class in any class approved by the studio director. It is the student's and/or parent's responsibility to call and/or e-mail the studio director in order to schedule it. We recommend scheduling all make ups by the end of April because in May and June, most classes are working on choreography only.

You can register for your make up lessons in your online account here:

<http://dancetheatreofnewjersey.com/register-online/>

If a class is canceled by the instructor or for weather related cancellations, students can make up the class in another appropriate class. Please schedule this make up class with the office or online. Students will be notified prior to the class if it is canceled. Classes may be canceled without prior notice if an emergency occurs. **In case of a weather related closure, it will be posted on our website, an email will be sent out, and it will be on our voicemail.**

Classes will only proceed as planned if sufficient attendance occurs of at least 3 students. Classes canceled due to insufficient attendance will be offered make-ups, may be shortened in length, or cancelled.

Private Classes

Private classes need to be scheduled with the office and at a time convenient to the instructor. Dance Theatre of New Jersey will bill your account and payment will be made to the instructor. There is a strict 24 hour cancellation policy. You also must schedule the private at least 24 hours in advance. ***New this season: You will be charged a \$5 administration fee for each switched or dropped private lesson due to rising administrative costs and excessive drops/switches last season. You will be allowed one drop/switch per season without an admin charge. If you need to cancel due to illness, if you provide a dr note, we will refund the private lesson without an admin fee.

Private lessons can be scheduled in your online account also:
<http://dancetheatreofnewjersey.com/register-online/>

Drop Off and Pick Up Policies

Students must arrive on time for every class. Any student arriving more than 15 minutes late will be asked to sit out and observe since they will not be properly warmed up. Dancers that are not warmed up properly face an increased risk of injury. *In certain cases the instructor may ask a more advanced student to warm-up on the side if they are late so that they can join the class when the instructor determines that they are sufficiently ready to begin class.

Students should not be dropped off more than 10 minutes before their class time begins. Students must always be picked up on time unless previously approved by the studio director and instructor. Students that are dropped off too early or picked up too late, may be subject to a fee. **Please remember that there is no supervision besides inside their own class.**

Spring Performance Information

Dance Theatre of New Jersey holds an annual Spring Performance. Times and dates will be announced, but will generally be held in late May or June. All non-company classes except session workshops, camps, or adult classes will perform. A performance packet with all of the information will be sent out in early Spring. The student will need to provide appropriate tights and shoes. The price of costumes is included with your tuition. Information on buying tickets, performance photos, and DVD will be given out in Spring. Please mark your calendar for the Spring Performance 2018. **There will be a mandatory dress rehearsal on June 15 and the Spring Performance will be on June 16.**

Performance & Competitive Company

Placement onto the competitive company will be by audition and invitation ONLY. If a student enrolls in classes after the auditions have occurred and the instructor and/or studio director believes that they should be on the company, they will have a private audition. Students should know that placement on the company is a privilege and not a right. Please trust that the best decision will be made for the students and the company. If a student does not make it onto the company they are welcome to train at the same number of classes as the team is required and will be watched for improvement until they are ready. All rules and regulations for Company members will be outlined in their contracts. Students are required to follow all rules and requirements involved with the company once placed onto it.

Placement onto the Performance Company requires at least one Dance Theatre of New Jersey dance class, plus the Performance Company Rehearsal. Details and invitations will be sent in late August each year for the Performance Company.

Please note that adherence to these policies is required. In order to participate in classes at Dance Theatre of New Jersey, a parent signature is required that these policies are agreed upon. Please make sure that your waiver and agreement of policies is checked online.

Thank you for your cooperation as it is our priority to make this a safe and positive learning environment for your child. We look forward to a great season!



REFER-A-FRIEND



If you refer a friend, and they enroll, you will receive a \$10 credit to your account for each referral that signs up (new students only). It's a great way to spread the word about our wonderful classes and help you out as well!