

# 2017/2018 STUDENT HANDBOOK



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## **Our Philosophy**

Collective Motion Arts Center is dedicated to providing a non-competitive and nurturing environment where students can learn the craft and art of dance. We offer a unique program that encourages the development of artistic abilities, inner passion and self-confidence.

Our studio staff is highly qualified and is committed to helping students develop dance technique, performance, and life skills that is taken beyond the dance floor. Our faculty regularly continues their dance training to further provide their students with new and innovative techniques.

Through our professional faculty and positive atmosphere we strive to offer a quality dance training environment.

## **Class Descriptions**

### **Ballet**

Ballet focuses on strength, flexibility and grace. Through barre and center work dancers increase their technical and anatomical knowledge. Ballet classes at CMAC follow the Cecchetti and Vaganova methods which focus on purity of line and simplicity of style.

### **Ballet Barre**

This exercise-dance class focuses on strength, flexibility and grace. It is a Ballet inspired conditioning class that works toward creating long and lean muscles like a ballet dancer. This class can accommodate mixed levels of training and abilities. Get into dancer shape with this unique class!

### **Cardio Hip Hop**

Get your heart pumping with Cardio Hip Hop! Be ready to bust a move and drop it like it's hot to your favorite top 40 hits. This class focuses on cardio and designed to burn fat and with hot moves!

### **Dance with me!**

Music, movement, balance and basic dance steps are introduced in a fun, friendly and positive environment. This class includes mom or dad or another loved one participating in the class, taking an active role in encouraging, supporting and keeping the little dancer on track. This class establishes the beginnings of dance success for your little dancer! Session tuition covers the dancer and participating adult.

### **Demi-Pointe**

It is required to take Ballet 2 class and have the teacher's permission prior to taking the Demi-pointe class. Demi-pointe is a class designed to get a dancer ready to go en pointe! Specific foot and ankle exercises will be taught in class. How to sew and tie your demi-pointe shoes will be covered in this class.

### **Intro to... (Ballet, Hip Hop, Jazz, Modern & Tap)**

Our intro classes are a joyful way for children to explore movement through music, develop physical skills, channel energy, stimulate imagination and promote creativity. These classes focus on a specific style of dance while providing children with opportunities for non-competitive, success-oriented and creative experiences.

### **Hip Hop**

Hip Hop is an accumulation of many aspects of culture. It draws music, dancing and art together to tell a story. In class, we pull together the rhythms, accents and stylings of hip hop culture through warming up, stretching, strengthening and conditioning, and an accumulation of choreography. We discuss language and attitude as it relates to our own lives, and offer an opportunity to tap into a rich culture through movement and authenticity. Our children hip hop classes offer fresh moves to clean music!

### **Jazz**

Jazz dance is an exploration of style and presentation. Jazz classes begin with a warm-up to develop strength, flexibility, correct alignment and coordination, followed by progressions across the floor, and culminates in extended dance combinations.

### **Modern**

Modern dance throws out the rule book of the ballet world and focuses on exploring new and inventive ways to move. In this Limon based technique class dancers will explore such elements as contact/release, floor work, fall/recovery, and improvisation.

### **Pointe**

It is required to take Ballet 3 or 4 classes and have the teachers' permission prior to taking the Pointe class. This ballet class will focus on exercises and movements performed en pointe.

### **Tap**

Tap is a form of dance commonly characterized by syncopation, improvisation and a rhythmic tapping sound attained by the dancer from the small metal plates on the dancer's shoes. It is in this way that a dancer becomes a percussive musician. In this class you will also explore rhythm tap and Broadway tap that is commonly seen in musical theater.

### **Registration**

Registration begins in July and continues through January. We require a minimum of 4 students to run a class. Late registrations are welcomed for existing classes until January. Registration is first come, first served. Registration fee along with first monthly installment, bi-annual installment or annual payment is due at the time of registration in order to secure a place in class.

### **Register online**

Please visit our website to register online for any class.

[www.collective-motion.com](http://www.collective-motion.com)

### **Discount Program**

We offer discounts for individuals and families who take more than one dance class at Collective Motion Arts Center!

2 Classes – 5% off  
3 Classes – 10% off  
4 Classes – 15% off  
5 or more classes – 20% off

Note: the discount program is not applicable for master classes, workshops, 6 week sessions or our adult fitness & technique classes.

### **Tuition**

Tuition for our dance season is based on the 10 month school year with classes starting September and culminating in an end of year performance in June. Summer classes, camps, and master classes occur during July & August. Tuition is not prorated for student absences, sickness or holiday breaks.

There is an annual registration fee of \$15 per dancer.

We do not send out monthly billing invoices unless an account is delinquent. Collective Motion Arts Center accepts cash, check, or credit cards which may be paid in person at the studio or mailed to our studio address.

### **Payment Options**

For your convenience we offer three tuition payment options for our September to June school year. Our summer session, 6 week dance sessions, Adult classes and all other workshop fees are due upon registration.

#### **Tuition Option 1: Monthly Installment Payments**

Annual tuition divided into 10 monthly installment payments to make budgeting easier. This makes the monthly payment the same amount regardless of missed classes or holiday/school vacations.

#### **Tuition Option 2: Bi-Annual Tuition (5% off) Registration fee waived.**

Tuition is paid in two payments by September 1<sup>st</sup>, 2017 and February 1<sup>st</sup>, 2018. The registration fee is waived and 5% is deducted from the total tuition.

#### **Tuition Option 3: Annual Tuition Paid (10% off) Registration fee waived.**

Tuition is paid in full for the year by September 1<sup>st</sup>, 2017. The registration fee is waived and 10% is deducted from the total tuition.

Length of class	Payment Option 1: 10 equal monthly installments	Payment Option 2: Bi-Annual tuition paid in full (5% off) Registration fee waived.	Payment Option 3: Annual tuition paid in full (10% off) Registration fee waived.
15 minutes	\$15.00	\$71.25	\$135.00
CM2 Rehearsal	\$20.00	\$95.00	\$180.00
30 minutes	\$35.00	\$166.25	\$315.00
45 minutes	\$40.00	\$190.00	\$360.00
1 hour	\$45.00	\$213.75	\$405.00
1.25 hours	\$50.00	\$237.50	\$450.00
1.50 hours	\$55.00	\$261.50	\$495.00

### **6 Week Dance Sessions**

Dance with me! Saturdays 9/9-10/14 \$40  
Dance with me! Tuesdays 9/12-10/17 \$40

### **Adult Dance Fitness Classes**

Ballet Barre & Cardio Hip Hop classes are ongoing throughout the year!

Drop In Rate: \$8  
5 Class Card: \$35 (Save \$1 per class!)  
10 Class Card: \$60 (Save \$2 per class!)

### **Adult Dance Technique Classes**

Our adult Ballet, Hip Hop, Jazz, Modern & Tap classes are ongoing throughout the year!

Drop In Rate: \$10-\$15  
Monthly, bi-annual and annual tuition options are available with discounts!

### **Other Fees**

Late fee for monthly payments: \$5 if payment is made after the 10<sup>th</sup> of the month.

Returned check: \$20

Costume Fee: \$50 per class.

### **Communication**

Communication is the key to the success for your dancer's training! At CMAC we are paperless and we utilize the provided main contact email to send tuition receipts/statements and monthly newsletters. If you are not receiving our monthly newsletters or statements please check in with the front desk to make sure we have the correct email on file. If you are on Facebook or Instagram be sure follow CMAC for fun events!

### **Locker Rentals**

At CMAC, we offer personal locker rentals for dancers and families! Rental rates are only \$5/month or \$50/year. You must provide your own lock. Contact Jenn today about renting your locker today!

### **Birthday Dance Parties**

Want to celebrate your favorite dancer's birthday? CMAC offers themed birthday parties providing a 45 minute dance class, a fabulous space with a full kitchen and, best of all, we do the cleaning! The cost is only \$150. Application forms are available on our website and at the studio!

## Studio Policies

**Refund policy:** Tuition, registration fees, and costume payments are nonrefundable and nontransferable. Notification to withdraw from class must be received in writing to Collective Motion Arts Center by the 15th of the month to stop tuition payments for the following month. Absence from class is non-refundable. We do allow make up classes due to student absence in another class of the same age or below. Bi-Annual & Annual tuition payments are non-refundable as we have reserved the student's place in class for the full term. Full or partial refunds are granted as appropriate for medical conditions with a physician's note.

**Substitutions:** The studio will provide a substitute teacher if the regularly scheduled teacher is ill or is unable to teach class. If we cannot provide a substitute teacher any missed classes will be made up.

**Inclement weather:** Classes may be canceled due to inclement weather or events beyond our control such as power outages. Decisions about class cancellations are made by 12pm (noon) for afternoon classes and by 6am for morning classes. We announce cancellations via our website, social media and email.

**Make up Policy:** If a student misses class due to illness or family vacation then they can take a make-up class in any other class that is age appropriate or below. Additionally, should classes be canceled due to inclement weather students can use this make up policy to make up any cancelled class. The studio will also offer 2 make up class days during February and April Break. If you have any questions on the right class to take for make ups don't hesitate to ask Jenn!

**Photo & Video Policy:** Videography during classes, observation weeks and performances are not allowed at CMAC. This is for the safety of our young students and to maintain our instructors' choreographic and educational copyright. During our Observation Weeks non-flash photography is welcomed! Please be mindful when posting photographs of students other than your own on [social media](#).

- Students are encouraged to bring water in a closed container into class. No soda, juice, etc.
- Bottled water is available at the studio for \$1.00 (large) or \$0.50 (small).
- Gum chewing or food of any kind is not allowed in class.
- Cell phones are not permitted in the dance studios.
- Observers are not permitted into the dance studios unless invited by an instructor.
- All students must be in proper dance attire and footwear.
- Hair must be secured back and off the face for all classes. Hair must be in a bun for all Ballet class.

- Absolutely no running in the dance studios.
- Students should not touch the mirrors, hang on the Ballet barres or play with the curtain in the lounge/studio store.
- Students are not allowed on the stage during class unless instructed by faculty.
- Street shoes are not allowed on the dance floors. Please bring clean non-street shoes for all Hip Hop classes.
- Students and/or siblings are not allowed in the dance studios without instructor supervision or permission.
- Disruptive behavior will not be tolerated. Teachers reserve the right to remove any student(s) from class if the above policies are not abided by.
- Please keep the waiting room area as clean and quiet as possible.

## Observation Weeks & Performance Opportunities

We hold two weeks of family and friends observation days for all our classes. The 1<sup>st</sup> week is December 11<sup>th</sup> -16<sup>th</sup> and the 2<sup>nd</sup> week is April 9<sup>th</sup> – 14<sup>th</sup> During these observation days families and friends get an inside look of how a dance class runs. Dances or combinations that the students have been working on will be performed. Please refer to our photo & video policy during these observation weeks.

Our end of year shows are held locally to help keep our performance costs down. We still require a costume for each dancer in each class as it is a part of the dance experience. We do not however charge expensive costume fees. Costume fees are \$50 per costume. Our costumes are simple, custom made, and most importantly re-wearable! Our 6 week session dance classes, adult classes and all other workshops are not involved in the end of year performance and do not require a costume.

Our annual student performance is on June 16<sup>th</sup> and held at the Thornton Academy Gym Stage. Tickets are \$10 and go on sale May 1<sup>st</sup>. More details to come in our monthly newsletters!

New this year to CMAC is our new winter show "Land of the Misfit Toys"! This is an optional performance open to the entire studio. Like the nutcracker, this show follows a story line. Auditions will be held on Sunday, September 17<sup>th</sup>. This show will present all styles of dance. More details to come in our September newsletter.

## Dress Code

Class attire can be purchased at Collective Motion Arts Center. Please visit our studio store for shoe recommendations! Proper dance attire must be worn during all classes. Proper dance attire helps our faculty when judging a dancers proper placement and alignment. Every dance style has its own footwear which should be worn during all classes, rehearsals, and performances.

CLASS	ATTIRE	FOOTWEAR
Dance with me! (girls)	Any color leotard with black leggings or shorts. Hair secured in a ponytail.	Bare feet.
Dance with me! (boys)	Any color t-shirt with black pants or shorts (not baggy).	Bare feet.
Ballet (girls)	Black solid leotard with pink footed tights. A ballet skirt is allowed but no shorts. Hair in ballet buns.	Pink Ballet slippers.
Ballet (boys)	White t-shirt with black pants or shorts (not baggy).	Black Ballet slippers.
Tap (females)	Any color leotard with black leggings or shorts. Hair secured in a ponytail.	Black tap shoes.
Tap (males)	Any color t-shirt with black pants or shorts. (No jeans).	Black tap shoes.
Jazz (females)	Any color leotard with black leggings or shorts. Hair secured in a ponytail.	Black jazz shoes.
Jazz (males)	Any color t-shirt with black pants or shorts. (No jeans).	Black jazz shoes.
Modern (females)	Any color leotard with black leggings or shorts. Hair secured in a ponytail.	Bare feet.
Modern (males)	Any color t-shirt with black pants or shorts. (No jeans).	Bare feet.
Ballet Barre (females/ males)	Non-restrictive clothing such as sweatpants, t-shirts, etc. (No jeans). Hair secured in pony tail.	Socks or ballet shoes for Ballet Barre.
Hip Hop (females/ males)	Non-restrictive clothing such as sweatpants, t-shirts, etc. (No jeans). Hair secured in pony tail.	Hip Hop classes require black sneakers. Cardio Hip Hop classes require sneakers only worn to class. No street shoes.

**Directions:** From I -95 take the Saco Exit #36. Follow 195 East to Exit 1 Industrial Park Road. At the lights take a left onto the Industrial Park Road. At the next light take a left onto North Street (Route 112). After the turnpike over pass, take a right onto the Jenkins Road. After 7/10ths of a mile take a left onto Steeple Drive. Go to the end of Steeple Drive and you will be at Collective Motion Arts Center.

## 2016 – 2017 SCHOOL CALENDAR

September 1<sup>st</sup> – 1<sup>st</sup> tuition payment due for bi-annual payment plan & annual payment plans.

September 6<sup>th</sup> - 1<sup>st</sup> day of classes!

September 17<sup>th</sup> – Land of the Misfit Toys – Winter Performance Auditions

October 2<sup>nd</sup> - 7<sup>th</sup> – Bring a friend to class week.

October 9<sup>th</sup> – Columbus Day Holiday – We DO hold classes.

November 10<sup>th</sup> – Veterans Day – We DO hold classes.

November 22<sup>nd</sup> - 26<sup>th</sup> – No classes, Thanksgiving Break.

December 10<sup>th</sup> – Land of the Misfit Toys Performance (tentative date)

December 11<sup>th</sup> - 16<sup>th</sup>– Observation week for family and friends.

December 20<sup>th</sup> – January 2<sup>nd</sup> – No classes, Holiday Break.

January 15<sup>th</sup> – Martin Luther King Day – We DO hold classes.

February 1<sup>st</sup> - Bi-Annual payment due & Costume Payments due.

February 19<sup>th</sup> - 25<sup>th</sup>– No classes, Winter Break (check out our Winter Arts Camp!)

March 19<sup>th</sup> - 24<sup>th</sup> – Spirit Week!

April 9<sup>th</sup> -14<sup>th</sup> - Observation week for family and friends.

April 16<sup>th</sup> – 22<sup>nd</sup> – No classes, Spring Break (check out our Spring Arts Camp!)

May 20<sup>th</sup> – Studio Picture Day – more details to come!

May 26<sup>th</sup> – 28<sup>th</sup> – Memorial Day Weekend – We DO hold classes.

June 11<sup>th</sup> - 15<sup>th</sup> – Last week of classes

June 16<sup>th</sup> - Annual Student Performance held at the Thornton Academy Gym Stage – more details to come!

# CMAC 2017/2018 Class Schedule

Classes start Wednesday, September 6<sup>th</sup>!

Monday		Tuesday		Wednesday		Thursday		Saturday	
Studio 1	Studio 2	Studio 1	Studio 2	Studio 1	Studio 2	Studio 1	Studio 2	Studio 1	Studio 2
Ballet 2 (9-11yrs) 4:00-5:00pm Russell	Intro Jazz (3-5 yrs) 4:00-4:45pm Jenn	Hip Hop 2 (9-12 yrs) 4:00-5:00pm Allie	Dance with Me! (2-3 yrs) 3:30-4:00pm Jenn	Jazz 4 (15-Adult) 4:00-5:30pm Jenn	Tap 1 (6-8 yrs) 5:15-5:45pm Emily	Jazz 2 (9-11 yrs) 4:00-5:00pm Jenn		Ballet Barre (Adults) 8:00-9:00am Jenn	Dance with Me! (2-3 yrs) 9:00-9:30am Jenn
Demi-Pointe (9-11 yrs) 5:00-5:15pm Russell	Modern 1 (6-8 yrs) 4:45-5:30pm Jenn	Hip Hop 3 (13-18 yrs) 5:00-6:00pm Allie	Intro Modern (3-5 yrs) 4:00-4:45pm Jenn	Modern 4 (15-Adult) 5:30-7:00pm Jenn	Tap 2 (9-12 yrs) 5:45-6:30pm Emily	Modern 2 (9-11 yrs) 5:00-6:00pm Jenn			Intro Ballet (3-5 yrs) 9:30-10:15am Jenn
Ballet 3 (12-14 yrs) 5:15-6:30pm Russell	Jazz 1 (6-8yrs) 5:30-6:15pm Jenn	CM2 Rehearsal (By Audition) 6:00-7:30pm Jenn	Ballet 1 (6-8 yrs) 4:45-5:30pm Jenn	CM Rehearsal (By Audition) 7:00-9:00pm Jenn	Tap 3 (13-18 yrs) 6:30-7:15pm Emily	Jazz 3 (12-14 yrs) 6:00-7:15pm Jenn			Intro Tap (3-5 yrs) 10:15- 10:45am Jenn
Pointe 1 (12-14 yrs) 6:30-7:00pm Russell	Ballet Barre (Adults) 6:15-7:15pm Jenn		Intro Hip Hop (3-5 yrs) 5:30-6:15pm Chelsea		Basic Tap (Adults) 7:15-8:00pm Emily	Modern 3 (12-14 yrs) 7:15-8:30pm Jenn		Ballet 3 & 4 (12-Adult) 11:00- 12:30pm Jenn	
Ballet 4 (15-Adult) 7:00-8:30pm Russell			Hip Hop 1 (6-8 yrs) 6:15-7:00pm Chelsea					Pointe 1 & 2 (12- Adult) 12:30- 1:00pm Jenn	
Pointe 2 (15-Adult) 8:30-9:15pm Russell			Cardio Hip Hop (Adults) 7:00-8:00pm Chelsea						