



## ***Policies, dress code, procedures, and more...***

Fall 2011 Update

***NOTE: Includes special details in regard to classes moving to 3 new locations and the rules/policies of the various studios involved. Please read carefully.***

### **OBSERVATION POLICY:**

It remains CD/FW's general policy that parents/relatives NOT observe classes on a regular basis. We have found that students usually make better progress in their studies, and even in developing their social skills in how they are interacting with each other, if parents and family members are not present. The students are better able to establish their autonomy and to increase their interpersonal and intrapersonal skills (as per Howard Gardner's multiple intelligences theory). In addition, sometimes students get so caught up in when their parents are/aren't watching that they really cannot stay attuned to the task at hand. **Exception:** *for students in the 3-5 age range, it can be helpful to have parents stay to assist with trips to the restroom and various unpredictable emotional meltdowns.*

### **OBSERVATION WEEKS:**

During "official" OBSERVATION weeks you are permitted to bring cameras and video cameras and be pretty much as "disruptive" and distracting with the electronic recording devices as you want. Please refrain from photos/videos during other weeks.

### **Tentative observation weeks for the fall semester are:**

October 10-15

November 14-19

December 12-17

(Note: If we are able to instead schedule a mini "recital" without costumes during the final week of class, we will not do observations during regular class time.)

It is at the discretion of each individual instructor to add in additional informal showings at the end of a particular class day/time as students are working on choreography projects, etc. Even during an official "observation" week, an instructor may announce the week before that observation time will only be for a portion of the class.

### **HAND SANITIZER:**

**NEW POLICY** – Students will be asked to use hand sanitizer prior to starting class, which we will have stationed in the studio. We hope this will help a bit in preventing the spread of various colds and flus. In general, though, if your child has a fever, or you think they are still contagious, just **DON'T BRING THEM TO CLASS!** Because the rest of us don't want to get sick!

### **NEW WEATHER POLICY:**

CD/FW will no longer give tuition credit back for missed class days due to inclement weather. Since our teachers and students' homes are scattered across the metroplex, it can be almost impossible to make a good call about cancelling classes due to inclement weather. Please know that we will do our best to call/text/e-mail all students in a class if we feel there is the need to cancel classes or if the

teacher is unable to get to class due to extreme weather in their area. If it is a situation where there was only a little bit of ice on the road in the morning, and it has all burned off by lunch time, we would usually prefer to have afternoon/evening classes if the streets are dry/safe by the time people would need to leave home to get to class on time. If you ever feel that you might be placing yourself or your children in harm's way by leaving for dance class while there is extreme weather in your particular area, then please stay at home. Sometimes extreme thunderstorms just hit pockets of the metroplex, and it's not that bad everywhere else. If any one student has missed an excessive number of classes in the same semester due to weather, we will consider a partial tuition credit upon request and explanation. Please realize that with our already low prices it is hard for us to cover basic overhead expenses if we have to issue credits back, plus the teachers are counting on their pay to survive. The number of snow days this last year was financially stressful to our school and some of our teachers and we simply can't afford to continue to give credits.

**HAIR:** All hair long enough to be pulled back, **MUST BE** pulled back in a ponytail or braid or bun or SOMETHING. Hair should never be flopping in the face or impacting eyesight or eye tracking while moving. Dance class is not the time to pretend you are in a rock music video. Please avoid extra head pieces and frilly decorations which are not secure or overly distracting. **NO TIARAS or CROWNS.** Whatever is pulling the hair back should be as secure as possible, and students should **NEVER** take it in and out during class unless an instructor has asked them to do something with it for a particular reason, or the hair accessory has flown off on its own. Students should **NEVER** be trying to re-do their hair during class unless the instructor has specifically requested that they change it to facilitate a particular movement assignment or to prevent injury. Ideally, if the hair can be pulled back at an angle where the student can still lie on their back on the floor without various hair paraphernalia stabbing them in the back of the head, that is always much preferred... E.g. For floor work warm-ups, alignment exercises, etc., it can be next to impossible to balance the head/neck region with a bun in the center of the back of your head, so a low ponytail often works best.

*BOTTOM LINE: While we have tried to remain fairly lenient about a variety of policies, the CD/FW teachers experienced more behavioral problems related to hair in the last school year than in the previous umpteen years combined, and we can't take it any more ;)*

**FORBIDDEN: ABSOLUTELY ANYTHING WITH GLITTER, SPARKLES, SEQUINS, FEATHERS, SMALL BEADS, PLASTIC JEWELS** or any similar decorations which tend to "shed" IS FORBIDDEN. Whether on hair accessories or clothing, these little pieces are impossible to get off floors and are sometimes even dangerous! Bling doesn't help you dance any better.

**NO JEWELRY: PLEASE HAVE STUDENTS TAKE OFF ALL JEWELRY BEFORE COMING TO CLASS, INCLUDING WATCHES.** Students playing with their jewelry is distracting, plus sometimes it is just in the way and dangerous. Students can place their watches in their dance bags or with their street shoes when getting ready for class.

**STUDENT CELL PHONES: MUST BE SILENCED prior to class**, and must be left with shoes and other possessions. Parents waiting/watching during class should either silence their cell phones or set them to VIBRATE. Students are **NOT** allowed to check cell phones for voice or text messages or Facebook updates during class, and need to wait until after class. If any student is unwilling to abide by this policy, and tries to check their cell phone, they will have to sit and watch the rest of the class and will not be allowed to participate. If this happens during more than one class session, the teacher can request that the student is not allowed to return to class. If students are going to learn to dance, they also need to be able to forget about their cell phones and their social media worlds in order to stay focused and succeed.

## **WATER BOTTLES: "JUST SAY YES!!!"**

Water bottles are permitted, encouraged, and requested! Easy access to personal water bottles saves valuable class time! **Water bottles should ONLY have water in them.** Juice, sports drinks, sodas, other snacks, etc., should NOT ever be consumed in the dance studio space. No one wants sticky sugary syrupy yuck from splats/drips/spills or crumbs on the dance floor! Texas Ballet Theater has a kitchen area with tables and chairs where people can eat snacks. Students bringing snacks to The Body Garage will be asked to consume them OUTSIDE and will NOT be allowed to consume them inside.

## **THE WATER MACHINE at THE BODY GARAGE IS COMPLETELY OFF LIMITS TO DANCE STUDENTS AND FAMILIES.**

While The Body Garage offers water service to its regular clients with a tri-temp machine and a coffee/tea station, we cordially request that all dance students/families do NOT touch anything on the water machine or the tea cart and instead BRING THEIR OWN WATER. We really cannot afford to provide bottled water for everyone and we do not have a water fountain. Also, we just don't want students messing with the machine, its various buttons, the boiling water, etc. We can't afford to have anyone break the machine, and we also don't want any children accidentally burning themselves with boiling water. Students should **BRING THEIR OWN WATER BOTTLE** and can fill their water bottles with tap water using the sink in the bathroom if they run out of water.

THE WATER COOLER at **ARTS FIFTH AVENUE** is intended for ARTS FIFTH AVENUE students and their families. Please **BRING YOUR OWN WATER**, or fill up your water bottle with tap water in the restroom. Arts Fifth Avenue WILL allow snacks in the very front reception area near the front doors, but snacks and drinks other than water should never be brought onto the dance floor in either studio.

**TEXAS BALLET THEATER** does have easily accessible water fountains in the hallway, but bringing a water bottle is preferable to save class time and cause fewer distractions and disruptions to the learning process. Even bringing an empty water bottle to fill at the water fountain there immediately before class is a GREAT idea to save time, and promote hydration. It is quick and easy for students to grab a drink of water in the middle of class if their water bottle is right there in the room. So please, **BRING A WATER BOTTLE.**

No matter how much students love dancing, they can manage to turn a water "break" into a full blown field trip/discursion/social hour time, and this wastes valuable class time.

**\*\*\*\*NEED A REFILLABLE WATER BOTTLE???** **FREE bottles available!!!** The folks at the Arts Council gave us some leftover FREE water bottles from their ARTSWEEK workshops for public school teachers, and we can provide you with one and let you put your name on it with a Sharpie.

## **DANCE BAGS/BACKPACKS:**

Great idea for kids to keep all their stuff together and not get mixed up with other people's things! Water bottle already packed in bag is an even BETTER idea! A small towel, some kleenex, emergency Band-Aids, a pair of cotton socks, an extra layer for warmth, a nail clippers, extra bobby pins or pony tail holders... It's good for kids to already be taking personal responsibility and thinking through things they might want/need on a particular day to be comfortable and ready for dancing.

## **NEW AND UPDATED DRESS CODE AND CLOTHING REQUIREMENTS:**

### **LEGS:**

#### **NO BARE LEGS. LEGS MUST BE COVERED TO AT LEAST 3/4 LENGTH BELOW THE KNEE.**

Students must have their legs fully covered with either **LEGGINGS, TIGHTS, OR FOOTLESS TIGHTS** so that teachers can see their alignment, and also to protect their skin when doing floor work to avoid floor burns, scrapes, etc., and even just to help them execute the movement depending on the movement vocabulary being covered on a particular class day. Students can wear full footed tights for classes requiring shoes. If the weather is especially cold, students may wear a tighter fitting, stretchy dance pant/jazz pant/sweat pant or leg warmers **OVER** their tights/leggings at the beginning of class during warm up.

Students in **hip hop & jazz** classes are allowed to wear tighter fitting, stretchy dance pant/jazz pant/sweat pants (rather than leggings/tights) on a regular basis.

Male students are allowed to wear sweat pants if they are not overly baggy, or dance/jazz pants, or stretchy pants of a similar nature.

### **TORSO:**

Female students should wear a leotard or form-fitted athletic top (such as ones with built in bra support). Unitards are permissible (one full "bodysuit" with leotard and tights all together). Students 10 and up should be dressed in clothing with dance "lines" for the teacher to see their alignment and form. Leotards with built-in single layer dance skirts are permissible for students **UNDER** the age of 10 as long as they are still wearing leggings or tights underneath. Children ages 3-6 year olds are allowed to wear skirts/tutus if it makes them incredibly happy, but, again, they must wear leggings or tights underneath, and they shouldn't be wearing anything with decorations in the **FORBIDDEN** category (see above explanation).

Male students should wear a fairly form fitting t-shirt so the teacher can see the lines of the body.

### **WARM-UP LAYERS:**

If the weather is particularly cold, or a student feels cold from the air-conditioning, an additional layer of a T-shirt/long-sleeve T-shirt/warmer/fleece etc. can be worn over the top at the beginning of class during warm up. Any shirts selected for warm-up layers should still be fairly form fitting and show the lines of the body.

If the weather is cold outside, please think ahead about what layers students are wearing between the car and the building. If you are already hot and sweaty, and you run outside in a really cold wind, it is easy to catch cold.

In general, it is best for students to get in the practice of wearing **SOME SORT OF "OVER" LAYER** over the top of their dance wear on their way to and from class – such as a skirt and extra shirt, or pants and a jacket. We do not like to encourage students to wear a leotard and tights out in public unless they are performing. Modesty is often the best policy in daily life.

## **SHOES, SHOES, SHOES!!!**

Yes, sometimes even modern dancers wear SHOES! One of the never-ending, ongoing quests for all dancers is the search for a perfect dancing surface! This quest involves infinite variables of floor surface and/or foot covering, and even the individual nature of each dancer's skin (callous, dry/wet sweat factors, etc.). But each circumstance can create new needs...

**AT TEXAS BALLET THEATER LOCATION:** If students are enrolled in a workshop/modern class offered at Texas Ballet Theater or any future facility which has appropriate non-slip vinyl dance flooring then students are **REQUIRED** to dance **BARE FOOT** for the majority of the class, even if they warm up in socks. **COTTON SOCKS** are allowed for the warm up part of the class, especially if it is a particularly cold day. (Cotton socks of at least 85% cotton usually have far more traction and stability than acrylic or nylon socks which can be very slippery and unsafe.)

**AT THE BODY GARAGE:** Dance shoes will be **REQUIRED** for all classes at The Body Garage! The wood floor in this studio is **NOT** a dance floor, and is a repaired and restored very old wood floor with cracks, crevices, and periodic splinters. It is a beautiful floor in appearance, but it is not our first choice for a dancing floor. For the safety/protection of students, and even just the basic execution of the movement, it will be necessary for students to wear a **SHOE** for all classes, **EVEN** the "MODERN" classes!

**AT THE BODY GARAGE – SHOES FOR "HIP HOP & JAZZ" – Students are REQUIRED to wear BLACK DANCE/JAZZ SNEAKERS for CLASS and RECITAL. These sneakers should be “low top” like a regular tennis shoe cut at the ankle – NO “high top” or ankle “boots.”**

**Temporary exception:** If a student in the classes for kids already owns a pair of jazz/dance SNEAKERS in a color other than black, or in a high top style, you can wear those for the beginning of the year, but must purchase a black “low cut” pair by the end of February in order to have adequate time to break in and get used to a new/different pair of shoes. Please note that “jazz shoes” are **NOT** a substitute for jazz or dance SNEAKERS.

**Adult students in the classes for “fun & fitness”** can wear dance sneakers of another color or a high top style (as they will not be participating in the recital) but they are still required to wear dance/jazz sneakers – and those shoes must **NOT** be worn outside. Soles of shoes must be **CLEAN**.

**AT THE BODY GARAGE — SHOES FOR DANCE DISCOVERY/MODERN/WORKSHOP classes — Students are REQUIRED to wear a ballet or jazz shoe with a leather sole for all classes.**

There will not be a rule about color or style for the fall semester, so if you already have a pair, just use those. Ideally, we'd still like to have our spring recital performed barefoot, but we'll have to see what other studio possibilities have/haven't opened up for spring semester classes later this year.

**HOWEVER – Please be aware that if we end up wearing shoes for the recital, PINK BALLET SHOES with a leather sole will be required for the Dance Discovery and Workshop classes.**

**No matter what kind of dance shoe is worn:**

**DANCE SHOES WORN IN CLASS SHOULD NOT BE WORN OUTSIDE**, and must be as clean as possible. That means students should **NOT** be wearing their shoes between the car and the front door. Plus, wearing them on cement tears them up and wears them out faster. **JUST DON'T WEAR THEM OUTSIDE!**

**NO ROSIN:** Shoes worn in other studios where rosin is allowed to be used on the dance floor should also not be worn at the garage. The Body Garage cannot afford to have rosin being tracked around and onto the Pilates equipment. In general, if you wear your shoes in any dance studio where rosin is used, you should try to clean the rosin off your shoes before dancing in any studio where rosin is not used. TBT also does not allow rosin on their floors.

## **NO STREET SHOES ON DANCE FLOORS:**

Street shoes should really never be worn in any dance studio, not only to help protect the surface of the dance floor, but to keep the floor as clean and sanitary as possible for dancers who are getting up and down off the floor, putting their hands all over the floor, etc. Those hands keep moving from floor to face to each other, etc. and is just not a good practice for health reasons. Even in terms of safety, layers of dirt/oil/grease etc. tracked in by street shoes can foster slippery spots and be quite dangerous.

**THE BODY GARAGE does NOT allow ANY street shoes to be worn past the area within a few feet of the front doors.** That means that ANYONE dropping off or picking up kids, watching class, staying during class, or even walking back to use the restroom **MUST** take their street shoes off if they go beyond the very front corner of the studio. It is very difficult to keep our floors clean and sanitary when students taking Pilates classes keep walking back and forth through different areas in the studio and then carrying the dirt/germs onto all of the mats and pieces of equipment, etc. We spend many hours every day continually wiping down equipment and mats after each class and it is still pretty much impossible to keep up with it. Since we started requiring that street shoes be left at the front door, our studio is MUCH cleaner and far more sanitary, and this is for the health and benefit of all involved.

**At ARTS FIFTH AVENUE** you will see that the layout of the building is such that they are not able to keep street shoes off the dance floor in the main studio because people have to walk across it to get to the other half of the building and back to the smaller studio. Consequently, it is also very hard for them to keep the floor in the big studio clean. Please still be respectful to help care for this beautiful sprung floor, and do your part to keep it clean.

## **SHOE SHOPPING:**

Many of you who have studied with us in the past have not had to purchase any dance shoes before. Please realize that fitting a dance shoe can be quite different than fitting a street shoe and you need to try to get the best fit possible to facilitate good alignment of the foot and ankle. Balancing out a good fit with room to grow can be especially challenging when fitting kids for shoes. You may want to consider purchasing shoes at a specialty shop so that you can benefit from the guidance of an expert opinion.

Ballet and jazz shoes worn for dance discovery/modern/workshop classes should have a LEATHER sole, even if they have a canvas upper. As a general rule of thumb, rubber soled shoes are not the best choice for growing bodies who are also trying to learn appropriate knee/ankle/toe alignment — the extra friction from the rubber soled shoe tends to create torque on the knee/ankle, and make it that much harder for students to gain the strength and awareness to stabilize their knees and ankles without strain. For example, a student working to do a turn in releve may feel the ball of their foot slightly "behind" the rest of their body (from the ankle on up) due to the friction from the sole of the shoe creating torque throughout the ankle and knee and making it much harder to stabilize — thus causing wear and tear on ligaments/tendons/joints in addition to small muscle strains.

On the flip side, sometimes a leather sole gets very worn and slick over time as the shoe wears out. If students feel like their ballet/jazz shoes are getting worn to the point that they are a bit too slippery, you can purposely try to rough up the bottom a bit and/or put a little bit of water on the bottom of the shoe to make it a little damp prior to starting class.

Rubber-soled dance "sneakers" are now REQUIRED year-round for the Hip Hop & Jazz classes. The movement vocabulary for this style of dance frequently involves pounding actions and stressful balances on the tips of the toes or the back edge of the heels, which can be damaging to the foot without proper cushioning. So, in this instance, the concerns related to the style of dance override some of the other concerns, and if everyone starts the year in the correct shoes, then the teacher is not restrained in class planning.

In terms of the "upper" for any dance shoe, canvas is frequently much cheaper, but be aware that canvas shoes will never stretch or fit as snug to the foot quite as well as a leather shoe, so you have to be that much more careful about the fit when you purchase them. A leather shoe will gradually form around the shape of the dancer's foot far more organically than a canvas shoe and the leather will usually even "stretch" out a bit over time as the foot grows. Canvas shoes will often split open at stress points sooner than a leather shoe would.

For children, we suggest that you look for USED shoes, especially at the beginning of the school year, because you might need a second pair by recital time. Since kids can grow out of their shoes pretty quickly, often times you can find good buys on used shoes which are still in good shape. You might even look on places like Craig's list or do want ads online. For those of you who like shopping online, check out the special discount code available for Discount Dance Supply still available through the CD/FW website. Many of the online companies have reasonable return policies as long as you return shoes right away if they don't fit. Sometimes there are extra discounts online for shoes being discontinued but where all sales are final – so be careful about the fine print – but if the shoes are down to \$5 a pair it might be worth a try anyway. Many of the online sites have sections with manufacturers recommendations in terms of sizing in comparison to street shoes, so be sure to check out that part before ordering. Zappos.com recently and unexpectedly turned out to be a good source for us when purchasing white shoes for our professional company to wear for a show at The Modern because it turned out they had a wider variety of sizes already in stock ready to be shipped (believe it or not, more than the dance supply sources), plus they had a great and easy return policy.

Fitting in person is usually the best way to find a good fit. Stores like Academy Sports often carry cheaper dance shoes within their shoe departments. Boutique specialty stores like The Dance Shop on Forest Park Blvd. (in the small shopping center at Park Hill), have well-qualified staff who can help you make appropriate decisions for fitting.

*(NOTE: The Dance Shop is a short drive from The Body Garage, just a bit south on Forest Park. Request – Please do not go to a store like The Dance Shop to try shoes on for sizing purposes and then order them online at a cheaper price. The Dance Shop has been working hard to serve our local dance community for many years, and it isn't fair to them to take up their time and energy if you have no intentions of purchasing their product. One of the things you're paying for when you shop there IS their expertise and service.)*

## **WHISTLE WHILE YOU WAIT.... *just hum a merry tune... the JOYS of CHAUFFEURING...***

### **DROP OFF/PICK UP/WAITING FOR STUDENTS AT TEXAS BALLET THEATER:**

TBT has many lovely observation windows in the hallway for their studios, but their general policy for their own school is that there is NO regular observation of classes. Parents drop off their children, leave, and return to pick them up. This is because it is very distracting to students to have people watching, and it changes their focus in class. TBT has requested that we abide by this same facility policy and we understand their request. Even in terms of avoiding excess noise in the hallways which is also distracting to students.

While TBT's preferred policy is that you drop students off and leave and come back at the end of class, if you need to stay, you are allowed to hang out in their very large kitchen/break room area with tables and chairs where you can sit to read or do other work. They do NOT have any vending machines, but their fridge makes ice and water. Students bringing snacks for their break time MUST go to the kitchen to consume them, and they are expected to clean up all crumbs, drips, trash, etc.! Remember your Brownie motto: leave each place better than you found it.

With Ridgmar Mall and the many shopping areas and restaurants not far away, you could always go hang out at the food court or play area inside the mall, or head over to Sears to get your tires rotated :) An infinite realm of consumer transactions lie within a mile radius of the TBT school.

**TBT does NOT have a receptionist present on Saturdays. That means if you're late, you need to call Kerry on her cell phone for her to come and let you in. The 817-922-0944 CD/FW line forwards to her cell phone. If you need to text me for any reason, you must text directly to the cell number at 817-401-1671 for it to go through. The small studio is a LONG way from the front door, so PLEASE BE ON TIME, and try to come 5-10 minutes early to get ready for class.**

### **DROP OFF/PICK UP/WAITING FOR STUDENTS AT THE BODY GARAGE:**

Since this space is not designed to be a dance studio, and is just one big room, there is no separate "waiting" area with any sort of sound buffer. While we'd prefer that parents/family members do NOT regularly stay/wait/watch inside the studio, we also realize that it may not always be possible/practical to leave to do something else during class. And, truthfully, it is often preferable to us for parents of the 3-4 year olds to stay available to assist with trips to the restroom, unexpected emotional meltdowns, etc.

Conversations and activities on the sidelines can be HIGHLY DISRUPTIVE for students' abilities to focus/learn/retain information, and the mere awareness of the presence of parents/family members can create a variety of behavioral issues and outbursts, especially with the youngest children. If you need to stay inside the studio during class, we ask that you remain seated and as quiet as possible throughout class. Cell phones and pagers should be set to silence or vibrate, and all phone conversations should take place outside the building at a distance where your conversation is not audible or in the privacy of your car.

Visitors/bystanders may NOT sit on any of the pieces of Pilates equipment or the balls, etc. Other children tagging along also need to stay quiet and seated, and may NOT touch or play with Pilates balls, equipment, accessories, the water machine, etc. (WARNING: Children want to play with the giant brightly colored balls when they see them, so this is more of an issue than you might think.) Children playing electronic games on phones or other devices should have all sounds SILENCED on the device.

If the weather is decent, a better option might be to get the rest of the family outside exercising and moving around, rather than plugged into an electronic device ;) There is a nice little city park

(Newby Park) right next door to the garage which has a playground area, and the Mistletoe Heights neighborhood is also a lovely neighborhood for a leisurely stroll or a little cardio walking/jogging. If you have to do some work on your laptop and need Wifi access, there is a Starbucks just a few blocks away at the corner of Rosedale and 8<sup>th</sup> Avenue, just a couple minutes from the studio. In terms of running other errands, it is not a far drive from the University Park Village area if you just cut over on Rosedale.

**RESTROOM:** The Body Garage has only one "single" restroom. Please ask kids to go to the restroom before they leave for class. Since there is only the one toilet, people have to wait in line to use it between classes, and this can be quite time-consuming when trying to get the next class started. Everyone is more than welcome to use the restroom as needed, but just be aware that you may have to wait in line. Running everyone through the bathroom at home before you leave the house is going to be a time saver for everyone.

**DRESSING ROOMS:** There are two small curtained dressing rooms available for changing clothes. Students should use the actual dressing rooms to change clothes and should NOT go into the restroom to change clothes since there is only the single restroom and then others cannot use the restroom if it's tied up while people are changing. Again, this is just a practical matter to be courteous to others and save time for all involved.

**MAGNETIC LOCK ON DOOR:** There is a magnetic lock installed on the front door of The Body Garage. Often times between classes we will go ahead and slightly prop the door open to facilitate traffic flow so that someone doesn't have to keep coming over to let students in as they arrive. Sometimes people try to pull on the door to open it when it is still locked from the magnetic lock at the very top of the door frame. Please do NOT keep pulling on the door to try to open it, and please KNOCK LOUDLY on the door to be let in. (The key pad has a button on it which says "bell" but it is not wired to anything, so don't try to press the bell button!) If you do not walk to the door with your child, please be sure your child has actually gotten INSIDE the studio before you leave, and that you visually see them enter the building.

***SUPER IMPORTANT: STREET SHOES ARE NOT ALLOWED IN THE BODY GARAGE BEYOND the first few feet of the front door. (Yes, this was stated earlier in relation to shoes, but cannot be stressed enough! We spend a great deal of time trying to keep a clean environment for Pilates clients and to avoid the spread of germs/disease for the better health of all involved!)***

After all these many disclaimers about dancing at The Body Garage, you're probably thinking "Why would we want to do that?" Well, it's really not as bad as it may sound... We're just trying to warn you that we need to lay down some strict ground rules in order for it to work. All of our Pilates clients LOVE the garage. We love the garage. When people bring their kids into the garage, the kids love the garage, too. It is a beautiful space, with great energy! It just wasn't designed to be a dance studio, as it is a Pilates studio. Our professional company has rehearsed there many times when we haven't had enough time available at other spaces and it is quite doable... it's just not "ideal." We stack up the mats, we move the Pilates "chairs" over by the reformers, and we commence dancing :)

You can see pictures of the inside of the studio by going to the website [www.thebodygaragepilates.com](http://www.thebodygaragepilates.com)

If you would prefer to see the studio in person before making any sort of commitment, please contact me to make an appointment to come by. Please do NOT just try to stop by and drop in. Our schedule is different every day, and you might end up coming when no one is there.

## **DROP OFF/PICK UP/WAITING FOR STUDENTS AT ARTS FIFTH AVENUE**

Since so far only one adult class is scheduled for A5A, some of this information isn't going to matter that much, but... We might still be able to add in another child/youth class, so here's a bit more info...

**FELINE WATCH:** A5A has a resident CAT and her name is "Lena Horne"! She is a beautiful cat with a gentle personality and she lives inside the studios — she sometimes dances with people in class or stretches along with yoga classes! Anyone overly allergic to cats should be aware that the house rules are that Lena stays inside and gets to roam :) Also, if you accidentally let her out, you need to try to get her back inside, or find someone else to take care of it.

**FACILITIES:** A5A has 3 restrooms, but no official changing area. In the back of the building there is a music room which can be used as a changing room if there aren't any lessons taking place in it at the time.

The main studio in the front room is a beautiful wood sprung floor. It does NOT have a marley-type vinyl dance floor covering on it, as the primary type of dance taught at A5A is TAP and they need to make lots of NOISE! This floor IS suitable for bare feet, but depending on how dry/wet your feet are, you may find that you need cotton socks or a dance shoe. The Tuesday adult class is scheduled to be in this MAIN studio in the front room.

The smaller studio in the back room is a cheaper sprung floor (not as much spring, but some) with masonite panels on top. Again, this floor does NOT have a marley-type vinyl dance floor covering on it, PLUS, the floor in this room has tiny seams/cracks between the panels. Due to the edges on the seams, you would NOT want to dance barefoot on this floor – too hard on foot when going over/on the seams. If we are able to add in any child/youth classes for the smaller studio we will require a shoe to be worn.

If you have a guest with you who needs to wait, they can wait in the front reception area if need be, but they should remain as quiet as possible, silence cell phone, etc. Similar to the set up at The Body Garage, this reception area is part of one big continuous room with the dancing area, so there is no sound buffer.

### **RECITAL:**

Information regarding the May recital and recital fees will be issued at a later date. As always, we will try to keep costs to a minimum. We are considering an "informal" December recital without costumes. Information on all of these items are TBA.

## CD/FW SCHOOL PHILOSOPHY

**CREATIVITY:** Classes at CD/FW include opportunities to exercise creativity and analytical skills through improvisation, choreography, and creative problem-solving. Students are expected to actively participate as artists, decision-makers, and collaborators. In addition to learning the fundamentals of proper technique, students have opportunities to express themselves through personal movement choices. Modern dance was founded on principles of individualism and self-expression with a spirit for exploration and adventure, and CD/FW celebrates that tradition.

**EXCELLENCE:** Classes are designed to provide excellent training in dance technique and expression. In addition, teachers emphasize efficient alignment and progressions to promote appropriate muscular and neurological development, along with injury prevention practices.

**LEVELING:** The school reserves the right to adjust level assignments according to the student's progress and level of proficiency.

**NO-EXCLUSIVITY POLICY:** CD/FW students are allowed and encouraged to study with a variety of teachers and studios.

## OTHER FREQUENTLY ASKED QUESTIONS...

### ***HOW DO WE REGISTER AND PAY?***

**REGISTRATION FEES:** An annual registration fee is required. At this time you should also be updating all paperwork on file with the CD/FW organization. New forms are required each "school year."

**TUITION PAYMENT POLICIES:** Tuition is non-refundable. Check or money order payments are preferred. Cash should only be delivered in person and given directly to a CD/FW staff member by an adult. If bringing cash, please deliver in an envelope with the student's name on it and the amount enclosed and what it is for written on the front. Credit card payments are not available for "in person" payments and must instead be made from the website via PayPal. You can also go directly through PayPal and request to send money to Contemporary Dance/Fort Worth in a particular amount without using a PayPal "button."

There are no credits for classes missed. When participating in a group dance class your tuition payment is necessary for the class to happen – you are supporting the use of the space, the teacher's time, and other related overhead costs in order for the dancing to happen. Students and parents should communicate directly with CD/FW staff regarding any injuries or illnesses which impact their attendance or participation. CD/FW reserves the right to modify the class schedule as needed. Whether or not a class "makes" is at the discretion of CD/FW staff, and the status of a class may change based on changes in enrollment. Students should be prepared to commit to a FULL semester when enrolling in a class, and pay tuition for that full semester as part of their commitment to the class and their fellow students. **MAILING: If mailing a tuition check or money order, send to: CD/FW, PO Box 11652, Fort Worth, TX 76110 along with a note indicating which student it applies to and what you're paying for.**

**PRO-RATING:** Pro-rating of fees will only be offered on the date of registration if a student starts mid-semester, and will only be pro-rated for the first "monthly" payment. Students must pay in full by the 2<sup>nd</sup> week of the semester to qualify for a semester discount.

**LATE FEES:** While we have never really tried to enforce the late fee system previously posted in our policy statement, and we don't have any actual paid "staff" with the time to chase these things down, with all the constantly increasing costs on everything, we really can't afford to keep floating amounts owed on student accounts.

**NEW LATE FEE RULE: Beginning September 2011, if your "monthly" tuition payment is not made by the 15<sup>th</sup> of the month, you will owe an additional \$10 for the month.** Checks and money orders should be made out to either CD/FW or Contemporary Dance/Fort Worth. If sending cash, we would prefer that you have already placed it in an envelope with the student's name on it, the amount enclosed, and what you are paying for. If you haven't been at class for some reason, and that is why you haven't paid yet, you should either make a credit card payment via PayPal or mail a check or money order to: **CD/FW, PO Box 11652, Fort Worth, TX 76110. Payments postmarked by the 15<sup>th</sup> of the month will still count as paid on time for a "monthly" payment. If you are more than a month late, your late fee for the month owed increases to \$20.**

## **SCHOLARSHIPS:**

As we do not want to create an undue burden on anyone, we will continue to offer full and partial scholarships on a limited basis. Please realize that with the recent change in circumstances regarding class locations, and our limited class offerings, CD/FW will be that much more limited in how many students we can assist and still cover the majority of our basic expenses. Because we are in a time of great transition, we do not feel we can announce a formal scholarship audition to the public this fall.

**Students already studying on scholarship are eligible for renewal.**

If you are in need of a scholarship (full OR partial), for your child to continue to study with us, do not hesitate to ask and explain a bit about your circumstances. We'd rather see the kids dancing than not! Please send an e-mail request in regard to what you think you can afford to pay, and which classes you are wanting to enroll in.

## **IS THERE A RECITAL?**

**Yes, for all "youth" classes there is a "RECITAL":** CD/FW's recitals are DIFFERENT. The CD/FW philosophy is that you can learn to be a fine and wonderful dancer without spending a small fortune on costumes, photos, jewelry, professional videos, and assorted recital paraphernalia. None of those things will change how well you dance!

CD/FW is a non-profit organization, and we try to keep costs low for everyone. The CD/FW recital is meant to be a relatively "informal" event conducted with professionalism and high performance standards. Students are not required to participate in the recital, but once they make a commitment to do so, they are expected to follow through on that commitment.

**Participation in the CD/FW spring recital requires two financial payments:**

**1) A RECITAL FEE** to help offset production expenses (venue rental, tech personnel, etc.) and enable us to keep the recital "free" to all audience members attending. The recital is usually in May, and the recital fee is usually required to be paid by a date in March to confirm your participation in the recital so that teachers may plan accordingly as recital dances are developed. Payment deadlines will be announced after the performance venue is secured. *(Students unable to perform in the recital can still assist in the choreography and creation of recital dances, but will be placed strategically in spatial patterns so that their part is easily removed from the dance when it comes time to transfer it to the stage.)*

**2) COSTUME REIMBURSEMENT** for costumes/props needed, which you will then own afterwards.

**RECITAL COSTUME REIMBURSEMENTS FYI:** Teachers work with students to select costumes and props within a budget of a MAXIMUM expense of \$50 per student per class. (Last year the cost per class per student started at \$7 and up – sometimes students even use part of their own personal wardrobes as we work together to create an appropriate costume.) Efforts are made to keep expenses as low as possible within the concept of the dance created.

In addition, it is our general aesthetic that costumes will be respectful of the body, and not overly “revealing.” School director Kerry Kreiman believes that while dance celebrates the body, and our bodies are beautiful and amazing gifts, we are not in the business of training young people to be dismissive or disrespectful of the human body. The focus should be on beautiful movement and beautiful performances, rather than on exposing beautiful bodies.

**RECITAL CHOREOGRAPHY:** Students participate in designing and creating dance works to perform. Students who are not participating in the recital will still be asked to assist in the creative process, since all students in the class will help to choreograph.

**PERFORMANCE GOALS:** Students may join the studio during the year because CD/FW teachers do not begin to choreograph recital dances with the students until February/March – instead, the focus is on the continual training and development of each student to their full physical and artistic potential. CD/FW does NOT participate in dance team competitions. Additional performance opportunities outside the recital may arise during the year, and students may choose as to whether or not they would like to participate. Teachers will designate days for “informal showings” in the studio.

**INFORMAL SHOWINGS:** This is when students prepare “informal” performance presentations to take place DURING THEIR REGULAR CLASS TIME. Students may invite friends and family members to come at a designated time to see what they’ve been working on (either a full class observation, or a start time within the last half of class).

## ***WHEN DO WE ARRIVE?***

**TIMING IS EVERYTHING: When to drop off and pick up children.....** Please avoid bringing your child more than 5 or 10 minutes prior to their class time for the majority of classes. (Students enrolled in the Saturday morning workshop class at TBT are REQUESTED to come at LEAST 5-10 minutes early.) Please try to arrive promptly to pick up your child after class. On most days, teachers will try to stop class at about 5 minutes before the end of the class time... For example, a 5-6 pm class, would normally stop dancing at about 5:55 pm. This is to allow time for students to ask additional questions at the end, for students to gather up things, get clothes/shoes back on, and clear everything out of the studio so that it is ready for the next class or rehearsal to start on time, and without delaying others who are using the space.

Stopping dancing at about 5 minutes til the end of a class is pretty much “industry standard” practice in order to facilitate moving people in and out of the space and to get the next activity going... However, we will be the first to acknowledge that “ART IS MESSY” and “CHILDREN ARE FREQUENTLY LIVING IN THEIR OWN TIME ZONES”... What does that mean? A teacher will do her best to bring a class to some sort of sense of “closure” and to address anything that it seems really needs to be addressed on that day and at that time... If a teacher is in the middle of something where it seems like it is better to “push on” for a moment, they are likely to do that, especially if the students ask to repeat something to help their own memories... Or if members of a young kids class are working on finishing a piece of art related to the dancing they did that day, well... you can only rush a pre-schooler so much without causing a great deal of trauma. WE BELIEVE IN STAYING OPEN TO THE MOMENT and trying to do the best that we can to use common sense, to work to create harmony and cooperation, organic flow, and more, while always maintaining a sense of humor :) If a class is running “over” time and you need to collect a student in order to be somewhere else

on time, do not hesitate to come up the stairs and quickly explain the situation to the teacher and to escort your child out of the building. Similarly, if you will need to pull your child out of class early to get to another appointment on time, please warn the teacher ahead of time, and then go ahead and come into the class early to pull them out.

### ***WHAT IF I WANT TO TALK WITH THE TEACHER?***

CD/FW teachers are always happy to talk with parents about students, but frequently we do not have the time to have lengthy conversations immediately before or after a class. Please know that all of the CD/FW teachers work multiple jobs at multiple locations, and even if a teacher doesn't have another class for CD/FW right away, she may have to run to the next work location. If you have any questions or concerns or suggestions, and need more than a moment to check in with a teacher, first ask her if she has that moment right then to double check.... If she doesn't have time, send an e-mail to **Kerry Kreiman at [cdfw@cdfw.org](mailto:cdfw@cdfw.org) or call her at 817-922-0944**, and as soon as she is able, she will have the appropriate teacher contact you via phone or e-mail...

Please know that CD/FW Executive Director Kerry Kreiman is in reality, a "volunteer" for CD/FW, and that she is a full-time Pilates instructor for her "day job" in addition to doing all that she does for the CD/FW school, company, presenting organization, and "Dance Delivered" outreach programs. The CD/FW phone number is forwarded to her cell phone as CD/FW does not have an official office. In addition, if Kerry is at the various studios, and you need to call in about something related to a class on that day, Kerry can speak with you from her cell phone... When Kerry returns any of your calls, you will see her name and cell phone number on your Caller ID. In addition, other CD/FW dancers/teachers/volunteers will sometimes be making phone calls or sending out e-mails on behalf of the CD/FW School, and sometimes from their own personal contact points... Thanks ahead of time for your patience and understanding.

**NON-PROFIT STATUS: CD/FW is a 501 (c)(3) non-profit arts organization**, and all proceeds from classes support the school and organization, the CD/FW company and its "Dance Delivered" outreach programs. The CD/FW School does not make a "profit" and strives to serve the community and the practice of dance as a performing art. Donations can be made specifically to support the school and scholarship students. If you would like to make a donation dedicated to the school's programs, simply note that designation in the memo line of your check or in the note field when making a donation via PayPal. Donations by check or money order can be sent to: CD/FW, PO Box 11652, Fort Worth, TX 76110.

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