



Academy of Dance and Creative Arts

HANDBOOK

ADACA offers dance and ballet programs for kids ages 3 years old through adults during the school year and summer. We strive for excellence and encourage all of our students to fulfill their highest dance potential and enjoy their time at our school.

Each year ADACA presents full productions of The Nutcracker, Annual Gala, Festivals and Summer performances. All productions included beautiful ballet costumes, professional scenery and props. Our students appreciate the invaluable and fun experience of performing with professional ballet dancers from famous ballet companies of the world, as Bolshoi Theatre, Connecticut Ballet Co, Pennsylvania Ballet Co, New Jersey Ballet Co and others.

ADACA prepares students for a professional ballet career and educates them with respectable academic training for various art colleges and schools.

ADACA is a 501(c)(3) Not-For-Profit Organization encouraging the love of Ballet, Dance, and the Creative Arts for all ages and incomes.

Mission statement

The Academy of Dance and Creative Arts transforms passionate dance students into versatile, individualistic artists able to collaborate and evolve fluidly in a fast-changing society.

To inspire a lasting love and appreciation for dance through artistic excellence, exhilarating performances, innovative choreography and superb educational programs.

In furtherance of our mission, we are committed to maintaining and enhancing our status as:

- A company with a **world-class Academy** that provides first rate instruction for professional dancers and meaningful programs for non-professional dancers.
- A company with **state-of-the-art facilities** for performances, rehearsals and ongoing operations.



CREATIVE ARTS PROGRAM

The ADACA presents a very convenient program for all kids who would like to have a dance education. The Creative Arts program lets each student choose which class and how many classes she/he would like to take per week.

For little kids

- **Little Swan (age 3-4)** White color
Little Swan class develop in little kids coordination, musicality and discipline.
- **Pre-Ballet (age 5-6)** Pink color
Prepare kids for serious ballet education, included allot of stretch, and begin to learn ballet alphabet.

Hip Hop Culture

- **Bboying (Breakdance) (age 7 - Adults)**
As Hip Hop Culture has four elements, Bboy is the dancing element. Students will engage in a variety of different and challenging movements such as toprock, footwork and different freezes like handstands and headstands. It will be taught on all days during the program.
- **Dj/ Graffiti/ House Dancing (*Available only as a Workshop*)**
Dj: The music element of the Hip Hop Culture, students will learn how to mix and play songs of their choosing. As well as learning the basic fundamentals of beats and knowledge of the Dj equipment.
Graffiti: The art element of the Culture, students will learn how to draw and bring out their own personal style on paper. Graffiti will be taught on two out of the eight days.
House Dancing: A sub-culture of Hip Hop, a very loose and free style that dances to upbeat music. Very important for improving coordination and movement.

For kids with ballet or dance background (*Available only at the Workshops and Summer Intensive*)

- **Contemporary/Modern choreography (age 8 - 18)**
Students are learning free movements based on classic dance education and modern style of dance. It is required to have ballet background and take ballet classes at our school. Available only at the Workshop.
- **Historical/Character Dance (age 13 - 18)**
Students are learning different type of dance from different countries and century. It is required to have ballet background and take ballet classes at our school. Available only at the Workshop.

For kids and adults without any dance background

- **Hip-Hop choreography (age 7 - 18)**
Hip Hop is a dance style, usually danced to hip hop music that evolved from the hip hop culture.
- **Adults Dance**
Learn ballet beginning for Adults and floor workout with stretching.

Group classes based on student's enrolment. Minimum 3 and maximum 15 students per class.



ELITE-PRO BALLET PROGRAM CURRICULUM

ADACA has an exclusive program for kids who would like to learn Russian Classical Ballet on a serious level.

It is important to note that our program is designed for regular school students, so they can have very high educational level in ballet without having to resort to a home school program.

This program based on Vaganova method of ballet program for curriculum 11 years. In curriculum classes included: ballet, pointe, stretches, contemporary, modern, historical, character, partnering and learning classic ballet repertory, performances and intensive programs during winter, spring and summer. Each student of Elite-pro Ballet program will have to complete an exam at the end of each school year and should earn 60 - 90 points to go to the next level. (See Points table for more info). **Attending to all classes, open classes, all the rehearsals and performances are necessary to have a good result by end of each year.**

All students of Elite-pro Ballet program are performing in our stage production and lead many parts. Students who participate in this program are qualified to attending Ballet Competitions as a soloist and/or group division. Each student by the completing the Elite-pro Ballet program *with following all Elite-pro Ballet program's rules* finish the academy with Diploma of complete ballet education of Russian style and can choose from career from professional ballet dancer or any occupation in dance or other art of dance major.

Here is all levels of Elite-pro Ballet program with description:

- **Ballet Beginning I** (age 7-9) **Light Blue**. Begin to learning a ballet classes face to the barre, center, and jumps. Classes required 2-3 time a week (2:30 - 3:45 hours per week)
- **Ballet Beginning II** (age 8-10) **Lilac**. Continuing to learning a ballet class with one arm at the barre, center, turns and jumps. Start to learn pre-pointe. Classes required 2-3 time a week (3:30 - 5:00 hours per week)
- **Ballet Intermediate I** (age 9-11) **Purple**. Complete to learning a ballet class with more turning and jump technique. Start to dance on on pointe. Learning classic ballet repertory and contemporary style of dance. Classes required 3-4 times a week (6:00 - 7:30 hours per week)
- **Ballet Intermediate II** (age 10-12) **Emerald**. Full ballet class, all elements, with turning, jump and pointe technique. Continuing to learn classic ballet repertory and contemporary style of dance. Start to learn character and historical dances. Classes required 3-4 times a week (6:30 - 7:30 hours per week)
- **Ballet Advance I** (age 11-13) **Red**. Full ballet class. Focus on quality of ballet class and technique. Continuing to learn classic ballet repertory and contemporary style of dance, character and historical dances. Start to learn partnering. Classes required 3-4 times a week (6:30 - 8:00 hours per week)
- **Ballet Advance II** (age 12-14) **Burgundy**. Full ballet class. Focus on quality of ballet class and technique. Continuing to learn classic ballet repertory and contemporary style of dance, character and historical dances and partnering. Classes required 4 - 5 times a week (7:30 - 9:00 hours per week)
- **Ballet Advance III** (age 13-15) **Royal**. Full ballet class. Focus on quality of ballet class and technique. Continuing to learn classic ballet repertory and contemporary style of dance, and partnering. Classes required 4 - 5 times a week (7:30 - 9:00 hours per week)
- **Ballet pre-professional I** (age 14-16) **Navy**. Full ballet program. High level of turning, jumps and pointe technic. Continuing to learn classic ballet repertory and contemporary style of dance, and partnering. Classes required 4- 5 times a week (7:30 - 9:00 hours per week)
- **Ballet pre-professional II** (age 15 - 17) **Silver**. Full ballet program. High level of turning, jumps and pointe technic. Continuing to learn classic ballet repertory and contemporary style of dance, and partnering. Classes required 4-5 times a week (7:30 - 9:00 hours per week)
- **Ballet pre-professional III** (age 16 - 18) **Black**. Full ballet program. High level of turning, jumps and pointe technic. Continuing to learn classic ballet repertory and contemporary style of dance, and partnering. Classes required 5 times a week (9:00 hours per week)
- **Ballet Professional** (age 17 - 18) Professional level of full ballet program includes classes of ballet, pointe, and variations, historical/character, contemporary, and partnering. Classes required 5 times a week (9:00 hours per week)

Annual Exam 2017-18 - April 21

As part of our curriculum participation in all performances, summer intensive programs and winter and spring workshops is mandatory. We create our workshops with special lessons and focusing on those disciplines which are not enough during regular school year, from contemporary and modern dance, character and historical dance, learning variations from classical ballets and any others.

Registration for classes in advance is required. Audition is required.

Group classes based on student's enrolment. Minimum 3 and maximum 15 students per class.

ADACA's SPECIAL:

Full or Partial Scholarship for our Patriot students.

The more you attend, the less you pay! (see *Scholarship brochure*)



PRICES

○ Monthly session based on 4 weeks per month

Number of classes held per month will vary due to holiday, breaks, etc. Can sign up for up to 3 month with 10% discount. Classes cannot be transferred to the next session. Full payment required by first day of class (see Tuition table).

○ Half year session based on 20 weeks of each package. Attending full session is required.

Dates: 09/06/17 – 02/03/18 and 02/05/18 – 06/23/18.

This Package is available with 25% discount. Full payment upon registration is required to receive additional 5% discount.

Elite –pro Ballet students who attending 6 classes per week and more are receiving additional 10% discount.

For payment plan add 5% (see Tuition table) and security deposit of \$100 is required.

ADACA Club

○ Full year session based on 40 weeks. Attending full session is required.

Dates: 09/06/17 – 06/23/18.

This Package is available with 30% discount plus no costumes fee for all performances.

Elite –pro Ballet students who attending 6 classes per week and more are receiving additional 10% discount.

For payment plan add 5% (see Tuition table) and security deposit of \$100 is required.

ADACA Club specials:

- Full year payment in full upon registration will give 5% discount, 2 complimentary tickets for each performance, 10% off ballet wear from the ADACA store, 10% off for pictures and video from the shows.
- Half year payments in full upon registration will give 2 complimentary tickets for each performance.

ADACA Boys

○ FREE ballet education for all boys from ages 3 and up.

No ballet experience is required. All the performance's and costumes fee are not included in the package.

*The Deposit of \$500 is required to receive a FREE ballet education.

*The Deposit will hold the boy in class for 3 years and after the 3rd year you can take your money back or it can be forwarded to the next 3 years or ADACA summer camp.

○ Performances

This package is for Creative Arts and Elite-pro Ballet programs and covered extra rehearsals time, costumes hire and rental stage. ADACA requires to all students and their parents be responsible for taking care of costumes during rehearsals and performances.

Any damage will be charged.

See our Calendar for the Performance Schedule.

Costumes hire per show

\$40 for Creative Arts program (little swan, pre-ballet, 4 elements)

\$60 for Elite –pro Ballet program (ballet beginning – professional)

Free for Elite-pro Ballet program half/full year sign up.

Rehearsals extra time and rental stage per show *\$100 for all participants (except Little Swan, pre-Ballet, Breakdance & Hip-Hop)*

\$20 for Little Swan

\$80 for Pre – ballet, Breakdance & Hip-Hop

○ Private classes and Competition preparation

ADACA has a unique opportunity for all students for private classes and preparation for competitions and for audition to Arts schools as Mark Twain, La Guardia and others. Please set up an appointment with our Directors to talk about this great opportunity for your child.

Ballet private class with one of our Artistic Director prices: *\$80 for ADACA' student / \$100 for non ADACA' student*

Contemporary / Break dance / Hip Hop private class price: *\$60 for ADACA' student / \$80 for non ADACA' student*

○ Workshops

ADACA offers a few Workshops during the school year.

Workshop for Classical Ballet when we focus on stretching, ballet and learning classical variations and character/historical dances from classical ballets.

Dates: February 20 – 23, April 3 – 6 **Time:** 10am – 3pm **Price:** *\$150 (additional fee)*

4 Elements Workshop when kids will learn all 4 Elements of Hip Hop culture in intensively.

Dates: April 10 -14, Mon – Fri **Time:** 4pm – 8pm **Price:** *\$250*

○ Consultation and Auditions

When choosing the best package for you or your child, please consult with our Artistic Directors. Ask about audition which is essentially to see what level the prospective student is beginning at, so the schedule is tailored for what is best for her or him. All levels are welcome and encouraged to attend our classes.

Audition prices \$20



TUITION TABLE

Single classes

Student **cannot** attend single class. Only as a trial class (which is a half price) or if a monthly session did not start yet.

Offered classes per week	Classes	Classes length	Price
2	Little Swan	45m	\$15.00
2	Pre-ballet	1h:15m	\$22.00
3	Ballet	1h:30m	\$25.00
3 + 1*	Ballet w *pre-pointe	1h:30m + 15m	\$25.00 + \$10.00 = \$35.00
3 + 2*	Ballet w *pointe beginning	1h:30m + 30m	\$25.00 + \$12.00 = \$37.00
3 + 2*	Ballet w *pointe	1h:30m + 45m	\$25.00 + \$15.00 = \$40.00
3 + 3*	Ballet w *pointe / variations	1h:30m + 1h	\$25.00 + \$20.00 = \$45.00
2	Break dance	1h:15m	\$22.00
2	Adult dance		
1	Hip-Hop	1h	\$20.00

Monthly session

4 weeks

Can sign up for up to 3 month with 10% discount

Pre-pointe* and Pointe* classes required

Classes offered	Classes per week	Price	Classes per week	Price
Little Swan (Tue, Thu)	1	\$60	2	\$120
Pre-ballet (Tue, Thu)	1	\$88	2	\$176
Break dance (Mon, Tue) Adult Dance (Tue, Thu)	1	\$88	2	\$176
Hip-Hop (Fri)	1	\$80	-	-
Ballet Beginning I (Mon, Wed, Sat)				
Ballet Beginning I w pointe* (Mon*, Wed, Sat)	2	\$200	3	\$300
Ballet Beginning II w pointe* (Mon*, Wed, Sat)	1 + 1*	\$240	2 + 1*	\$340
Ballet Intermediate I w pointe beginning* (Tue, Thu*, Fri*, Sat)	1 + 2*	\$396	2 + 2*	\$496
Ballet Intermediate II w pointe beginning* (Tue, Thu*, Fri*, Sat)	1 + 2*	\$420	2 + 3*	\$520
Ballet Advance I, II, III w pointe* (Tue*, Wed*, Fri*, Sat*)	3*	\$540	4*	\$720

Full / Half Year session

Half Year package 25% discount.

Full Year package 30% discount

Offered classes per week	Belt & Scrunch color	Class	Half year 20 weeks <small>**6 classes per week and more - additional 10% discount</small>		Full year ADACA Club 40 weeks <small>**6 classes per week and more - additional 10% discount</small>	
			Full payment <small>Discount included</small>	5 Monthly payments	Full payment <small>Discount included More offers available</small>	10 Monthly payments
2		Little Swan	\$430	\$90	\$780	\$84
2	Pink	Pre-ballet	\$630	\$132	\$1,170	\$125
2		Breakdance	\$715	\$150	\$1,330	\$140
ELITE – PRO ballet program						
3	Blue	Ballet Beginning I	\$1,050	\$225	\$1,995	\$210
3 + 1*	Lilac	Ballet Beginning II w *pre-pointe	\$1,215	\$255	\$2,260	\$238
2 + 2*	Purple	Ballet Intermediate I w *pointe	**\$1,600	\$335	**\$3,000	\$315
1 + 3*	Emerald	Ballet Intermediate II w *pointe	**\$1,600	\$335	**\$3,135	\$330
4*	Red Burg Royal	Ballet Advance I, II, III w *pointe	**\$2,000	\$420	**\$3,840	\$400

* Regular ballet class with pointe class



POLICIES AND PROCEDURES

(Read and Sign)

Tuition payment options

ADACA does not use a billing service. Please understand it is your responsibility to pay tuition on time.

Monthly Tuition is due by the 1st day of each month with a 7 day grace period. Late fee is \$30.00.

We accept cash, checks, and credit cards:

- ◆ Cash: Hand cash to the receptionist and BE SURE TO GET A RECEIPT. Your receipt is your only proof of payment.
- ◆ Single and Trial class payment made BEFORE CLASS.
- ◆ Check: Hand checks to the receptionist or place checks in the tuition box on the reception desk.
- ◆ Check return fee is \$30.00. **Make any checks payable to Academy of Dance and Creative Arts. (Not ADACA)**
- ◆ Credit Card: You may pay by VISA, MASTER & DISCOVER cards (2% fee will apply)

Overdue account balance

Students with overdue account balances will not be admitted to class or allowed to participate in performances.

A \$30.00 per month late fee will be assessed on all past due accounts.

Refunds

- ◆ NO transfers, credits or cash refunds will be given for Missed classes.
- ◆ NO transfers, credits or cash refunds will be given for any Performances' fee and Registration fee.
- ◆ NO transfers, credits or cash refunds will be given for not complete Package, Workshops, Intensive and any other programs.
- ◆ Students who miss classes are obligated for the full tuition and to make-up classes.
- ◆ Classes missed due to illness may be made up within a two-week period of the absence, or schedule a make-up class with their teacher.

Registration policies

- ◆ Registration is ongoing throughout the school year, based on age, skill level and class availability.
- ◆ Registration forms are to be completed by an adult student (over 18) and returned with the registration fee and payment of choice.
- ◆ The registration fee for the academic year is \$25.00 per student and \$35.00 per family when two or more students from the same family register.
Registration fees are non-refundable.

Discounts

- ◆ Family with two or more kids receive 5% discount per each student in the family for all packages.
- ◆ 3 month session - 10% discount.
- ◆ Half year session - 25% discount
- ◆ Full year session - 30% discount
- ◆ 6 classes per week and more additional 10% discount

Deposits

- ◆ \$100 for half/full year session is required for monthly payments and goes to the last monthly payment
- ◆ \$50 Little Swan group for half/full year session is required for monthly payments and goes to the last monthly payment
- ◆ \$500 for ADACA's boys package refundable after the 3rd year

Class cancellation

- ◆ ADACA also reserve the right to cancel or combine classes due to insufficient enrollment during the academic year.

Parents/Guardians accept and agreed with the ADACA Policies and Procedures and all of the academy's rules listed in the Handbook by signing below.

Parents Full Name: _____ Signature: _____

Students Full Name: _____ Date: _____

MEMO FOR STUDENTS

Attendance policy

Punctual and regular attendance is expected of all registered students. It is strongly recommended that students arrive 5 minutes early for class in order to dress and warm-up properly and be at the studio a few minutes early waiting for the last class to finish. Students must maintain regular class attendance in order to progress effectively and to qualify for participation in performances throughout the school year.

Rules of conduct

- ◆ Students are expected to conduct themselves in a manner respectful to all at all times.
- ◆ It is expected that all students maintain the school dress code. Street shoes are not permitted in the studio.
- ◆ Students are to bring to class a ballet bag and a plastic or stainless steel bottle of water as students are not permitted to leave class to get a drink.
- ◆ Students are to avoid entering a studio until the previous class has left. If you are late, wait at the door for the teacher to acknowledge you. You may be asked to wait and observe the class at the teacher's discretion.
- ◆ Please remember to use the restroom BEFORE class. Students may only leave a class in the case of an emergency by permission from the teacher.
- ◆ Students must be quiet in the studios. NO talking allowed in class without permission. If you are observing, sit politely at the front of the class and avoid distracting the other students.

Suspension/students

Students not complying with rules of conduct risk suspension. Suspension will be decided by a student's teachers and the directors of the school.

Liability/students

Although we take great care in our classes and performances to observe students and teach technique in a way no one is injured, ADACA assumes NO liability for personal injury for any student.

Personal belongings/students

ADACA is not responsible for belongings left in the studio or in the school building or at rehearsals or performances.

Performance opportunities

The experience of performing complements the work of students in the classroom by giving them the opportunity to apply what they learned to a dramatic presentation on stage. Academy of Dance and Creative Arts offer several opportunities to perform during the course of the year. Participation is not mandatory; students must inform teachers if they do not wish to participate by the due date. We reserve the right to bar a student from being in performances due to excessive tardiness, absence, insufficient level of mastery and overdue balances. **All students and their parents are responsible for costumes, wearing them at the rehearsals and performances. Any damage will apply to parents account.**

MEMO FOR STUDENTS AND PARENTS

School closings

For school closings due to inclement weather, tune into radio and TV or call the school. We will also attempt to send a notice by email. Please add our email address in your email ADDRESSBOOK. In all hazardous situations, please use your best judgment. Canceled classes can always be made up during the school year.

Notices board

Students (and parents for those under 18) are responsible for checking this board often to verify holidays, rehearsals, performances and other information. We will do our best to send notices and updates by email.

Photo/video disclaimer

During the course of the academic year we periodically photograph and videotape our classes and performances. We assume the permission to use these materials in public presentations without monetary compensation to or special permission from our students or their parents. If you do not wish your children photographed or videotaped in class or at a performance, please submit your request in written form upon registration.

Observation of classes

Parents and guests may observe classes only during times specified on the yearly calendar. Please come early, refrain from bringing small children with you and plan to remain for the full class period in order to not disrupt the class.

The value of open dialogue

When parents or students have questions or concerns, we are most interested in learning about them. Please make it a point to talk to us. Your needs are important to us. Please ask for an appointment with one of our Directors.

Suggestions

If you have a suggestion, we would love to hear about it. An objective perspective, from the outside looking in, is valuable and we would like to know what you are thinking about. Please ask for an appointment with one of our Artistic Directors.



DRESS CODE

We strive to maintain a professional atmosphere for our students. Our dress code applies to all classes. The ADACA store will be supplied with most everything you need and we encourage students to purchase from the store so there is consistency in quality and style of dancewear, especially for ballet classes. Required attire is as follows:

Ballet for girls:

- Pink tights** (must be bought at the school store)
- Black Leotard tank style** (can be bought at the school store)
- Pink ballet shoes** must be canvas with split or whole sole and have to be bought at the school store
- Hair** must be pulled away from the face and neck into a high or low bun for each class. Short hair should be pinned back away from the face. No swinging ponytails.
- No jewelry.** No leg warmers. No baggy tee-shirts, etc.
- All students must wear the elastic waist and the hair scrunches according to the color of each group, which must be bought at the school store.**

Ballet for boys:

- White T-shirt**
- Black men tights footed**
- Black dance shoes** (for the brand see below)

Contemporary/Modern:

- For Girls:** Leotards of any color, dance skirt or jazz pants, ballet or jazz shoes.
- For Boys:** Any color tee-shirt, black (comfortable) pants, ballet or jazz shoes.

Adult Dance:

- For Girls:** Any color tee-shirt. Black jazz or sport pants, ballet shoes or socks.
- For Boys:** Any color tee-shirt, black jazz or sport pants, ballet shoes.

Breakdance, Hip-Hop:

- Comfortable wear, sneakers. No street shoes.