



Academy of Dance and Creative Arts

HANDBOOK

ADACA offers ballet and dance programs for kids' ages 3 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.

Some benefits of joining the ADACA are:

- ADACA's students are prepared by our education to attend various art schools such as Mark Twain, Bay Academy, La Guardia high school and others.
- ADACA's students participate in International ballet competitions such as YAGP, WBAC-Grand Prix and others. They got main prizes, awards, scholarships and invitations to join other festivals and competitions.
- ADACA's students have a special offer to participate in the Jewels Festival ballet competition with big Gala performance.
- ADACA's students have an exclusive Intensive Summer Ballet Camp upstate NY which is available ONLY for our students.
- ADACA's students have best professional ballet productions on the stage of Master Theater in Brooklyn NY, such as The Nutcracker, Cinderella, Gala performances and others. Our students also performed with professional ballet dancers from NJ Ballet, Pennsylvania Ballet and other well know US ballet companies.

**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.



ADACA INTENSIVE BALLET PROGRAM CURRICULUM and TUITION

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

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 a very high educational level in ballet without having to resort to a home school program.

This program based on the **Vaganova method** ballet program for a curriculum of **11 years**. In the curriculum classes include: ballet, pointe, stretches, contemporary, historical, character, partnering, learning classic ballet repertory, performances and intensive programs during winter, spring and summer. Each student of the 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 all classes, open classes, all the rehearsals and performances are necessary to earn good results by the end of each year.

Students who participate in this program will qualified to attend Ballet Competitions as a soloist and/or group division. Each student by the complete the Intensive Ballet program *with following rules* finish the academy with a Diploma of complete ballet education of the Russian style and can choose from career from professional ballet dancer or any occupation in dance or other art form of a dance major.

Here are all the levels of ADACA Intensive Ballet program with descriptions:

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 with one pre-pointe class. (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 pointe. Learning classic ballet repertory and contemporary style of dance.

Classes required 3-4 times a week with one pointe class. (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. Continue to learn classic ballet repertory and contemporary style of dance. Start to learn character and historical dances.

Classes required 3-4 times a week with two pointe classes. (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. Continue 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 with three pointe classes. (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. Continue to learn classic ballet repertory and contemporary style of dance, character and historical dances and partnering.

Classes required 4 – 5 times a week with four pointe classes. (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. Continue 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, II, III (age 14-18). **Navy, Silver, Black**. Full ballet program. High level of turning, jumps and pointe technic. Continue to learn classic ballet repertory and contemporary style of dance, and partnering.

Classes required 4- 5 times a week with four pointe classes. (7:30 – 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 with five pointe classes per week. (9:00 hours per week)

Annual Exam 2018 – 19 TBA



TUITIONS: (Attending full session is required)

Full year session based on 40 weeks

Dates: 09/10/18 – 06/23/18

Half year session based on 20 weeks of each package

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

This Program is available with a **30% discount** (full year), **25% discount** (half year) with additional **10% discount** for attending 6 classes or more per week. Plus **no costumes fee** for all performances.

Program's specials discount for full payment upon registration:

For the full year will give 5% additional discount, 2 complimentary tickets for each performance, 10% off ballet wear from the ADACA store, 10% off for pictures and video from the shows.

For the half year will give 5% additional discount, 2 complimentary tickets for each performance.

For payment plan 5% fee will apply. Please see table below for payment plan installment payments.

Classes offered per week	Level	Half year		Full year	
		Full payment	Installment plan 4 payments	Full payment	Installment plan 9 payments
3	Ballet Beginning I	\$1,070	\$450 / \$225 x 3, \$282 x 4	\$1,995	\$420 / \$210 x 8 \$235 x 9
3 + 1*	Ballet Beginning II w *pre-pointe	\$1,310	\$550 / \$275 x 3 \$345 x 4	\$2,450	\$510 / \$255 x 8 \$285 x 9
2 + 2*	Ballet Intermediate I w *pointe	**\$1,600	\$670 / \$335 x 3 \$420 x 4	**\$3,000	\$630 / \$315 x 8 \$350 x 9
1 + 3*	Ballet Intermediate II w *pointe	***\$1,700	\$700 / \$350 x 3 \$440 x 4	**\$3,135	\$660 / \$330 \$370 x 9
4*	Ballet Advance I, II, III w *pointe	****\$2,000	\$840 / \$420 \$525 x 4	**\$3,840	\$800 / \$400 \$445 x 9

Workshops:

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 we need to work more, such as stretching, pointe technique, learning variations from classical ballets and any others.

Registration for classes in advance is required.

Dates: February 19 – 22, April 23 - 26 **Time:** 10am – 3pm **Price:** *Additional fee for Intensive program - \$120*

ADACA's SPECIAL:

Full or Partial Scholarship for our Patriot students. The more you attend, the less you pay! (See Scholarship brochure)

ADACA BOYS

FREE ballet education for all boys from ages 6 and up at the Intensive Ballet program.

No ballet experience is need it.

The student has to follow all the rules from the ADACA Intensive Ballet program.

Audition is required.

All the performance's fee, costumes fee, workshops and summer programs are not included in the package.

*The Deposit of \$500 is required to receive a FREE ballet education including the ADACA Intensive Ballet Program.

*The Deposit will hold the boy at the program 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.



CREATIVE ARTS PROGRAMS

DESCRIPTION and PRICE

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

The ADACA presents a very convenient program for all kids who would like to have an affordable dance education. For convenience each ballet level is divided by the colors.

For little kids

Little Swan (age 3-4) White color

Little Swan class helps develop coordination, musicality and discipline.

Pre-Ballet (age 5-6) Pink color

Prepare kids for serious ballet education, includes a lot of stretch, and start learning the 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 top rock, footwork and different freezes like handstands and headstands.

For kids with ballet or dance background

Contemporary (age 8 – 18)

Students learn free movements based on classical dance education and modern style of dance. It is required to have some ballet background and take ballet classes at our school.

Historical/Character Dance (age 12 – 18)

Students learn different type of dance from different countries and different centuries. It is required to have ballet background and take ballet classes at our school. Available only at the Workshops and Intensive Summer Ballet Camp.

For adults without any dance background

Adults Dance

Learn beginning ballet for Adults which includes floor workout with stretching.

PRICES:

- **Single classes**

Student cannot attend single class. Only as a trial class or if a monthly session did not start yet.

Classes	Classes length	Price
Little Swan	45m	\$15.00
Pre-ballet	1h	\$20.00
Ballet	1h 30m	\$25.00
Ballet w *pre-pointe	1h 30m + 15m	\$25.00 + \$10.00 = \$35.00
Ballet w *pointe beginning	1h 30m + 30m	\$25.00 + \$12.00 = \$37.00
Ballet w *pointe	1h 30m + 45m	\$25.00 + \$15.00 = \$40.00
Ballet w *pointe / variations	1h 30m + 1h	\$25.00 + \$20.00 = \$45.00
Break dance	1h 15m	\$22.00
Adult dance	1h	\$20.00
Contemporary beginning	1h	\$20.00
Contemporary intermediate/advance	1h 30m	\$25.00

- **Monthly session based on 4 weeks per month**

Number of classes held per month **will vary due to holidays, 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. Pre-pointe* and Pointe* classes required.

Classes offered	Classes per week	Price	Classes per week	Price
Little Swan (<i>Mon, Thu</i>)	1	\$60	2	\$120
Pre-ballet (<i>Mon, Thu, Sat</i>)	1	\$80	2	\$160
Ballet Beginning I (<i>Mon, Wed, Sat</i>)	1	\$100	2	\$200
Ballet Beginning II w pre-pointe* (<i>Tue*, Thu, Fri, Sat</i>)	1 + 1*	\$137	2 + 1*	\$162
Ballet Intermediate I w pointe beginning* (<i>Tue, Wed*, Thu*, Fri</i>)	1 + 1*	\$137	2 + 1*	\$162
Ballet Intermediate II w pointe beginning* (<i>Mon, Thu*, Fri*, Sat</i>)	1 + 1*	\$185	1 + 2*	\$180
Ballet Advance I, II, III w pointe* (<i>Mon*, Wed*, Fri*, Sat*</i>)	2*	\$360	3*	\$540
Break dance (<i>Mon</i>)	1	\$88	-	-
Adult dance (<i>Tue</i>)	1	\$80	-	-
Contemporary beginning (<i>Tue</i>)	1	\$80	-	-
Contemporary intermediate /advance (<i>Tue</i>)	1	\$100		

- **Full/Half year session**

Full year session based on 40 weeks

Dates: 09/10/18 – 06/23/18

Half year session based on 20 weeks of each package

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

This package is available with **30% discount** (full year), **25% discount** (half year).

Additional discount - **no costumes fee** for all performances.

For payment plan 5% fee will apply. Please see table below for payment plan installment payments.

Program specials discount for full payment upon registration:

For the full year will give 5% additional discount, 2 complimentary tickets for each performance, 10% off ballet wear from the ADACA store.

For the half year payments will give 5% additional discount, 2 complimentary tickets for each performance.

Classes offered per week	Level	Half year		Full year	
		Full payment	Installment plan 4 payments	Full payment	Installment plan 9 payments
2	Little Swan	\$430	\$180 / \$90 x 3 \$115 x 4	\$780	\$170 / \$85 x 8 \$95 x 9
2	Pre-ballet	\$570	\$240 / \$120 x 3 \$150 x 4	\$1600	\$260 / \$130 x 8 \$145 x 9
3	Pre-ballet	\$1,255	\$550 / \$275 x 3 \$345 x 4	\$1650	\$340 / \$170 x 8 \$190 x 9
1	Contemporary beginning	\$285	\$120 / \$60 x 3 \$75 x 4	\$530	\$112 / \$56 x 8 \$62 x 9
1	Contemporary	\$355	\$150 / \$75 x 3 \$45 x 4	\$665	\$130 / \$65 x 8 \$75 / 9

• Performances

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

Costume lost, damaged or not returned will be charged additional fee. See our price list for rental costumes.

Costumes fee per show <i>Free for Intensive Ballet program half/full year sign up.</i> <i>\$40 for Creative Arts program (little swan, pre-ballet)</i> <i>\$60 for Elite –pro Ballet program (ballet beginning – professional)</i>	Stage fee (extra rehearsal's time and stage rental per show) <i>\$100 for all participants (ballet beginning – professional)</i> <i>\$20 for Little Swan \$80 for Pre – ballet</i>
--	---

• Private classes and Competitions preparation

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

Private class	ADACA' student	non ADACA' student
1 class of Ballet with one of our head teacher	\$80	\$100
10 classes	\$700	\$900
1 class contemporary / breakdance	\$60	\$80
Choreographed a piece for audition or competition	from \$80 and up	from \$100 and up

• Consultation and Auditions

When choosing the best package for you or your child, please consult with our Artistic Directors. Ask about audition, which are essentially to see what level the prospective student will start 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

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:

<u>Ballet for girls:</u> Pink tights (must be bought at the school store) Black Leotard tank style (can be bought at the school store) Pink ballet shoes <u>must be canvas with split or whole sole and have to be bought at the school store</u> 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.	<u>Ballet for boys:</u> White T-shirt Black men tights footed Black dance shoes (for the brand see below)
	<u>Contemporary/Modern:</u> 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.
	<u>Breakdance, Hip-Hop:</u> Comfortable wear, sneakers. No jewelry. No street shoes.
	<u>Adult Dance:</u> 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.

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, warm-up properly and be at the studio a few minutes early to hold 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 not complying with rules of conduct risk suspension. Suspension will be decided by a student's teachers and the directors of the school.

Liability

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 any personal injury for any student.

Personal belongings

ADACA is not responsible for belongings left in the studio at 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 be apply to the 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 or social media. 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 reserve 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 very interested in learning about them. Please make it a point to talk with us. Your needs are very 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.





POLICIES AND PROCEDURES

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)
- ◆ **The balance for the Full or Half year program must be paid by June 1st, 2019.**

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 Full/Half year 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 month 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.
- ◆ Upon registration we must receive a last page of our Handbook with parent signature and understanding all the rules of our policies and procedures, all the tuitions and payments details and our curriculum and other ballet/dance education progress.

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 for Intensive Ballet program ONLY

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 Rules, 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: _____