



## 2020-2021 Handbook

### A Guide for Students and Parents

*As a condition of enrollment at Liz Trahan Dance Studio, students and their parents or guardians agree to abide by all the policies set forth by Liz Trahan Dance Studio, its director, faculty, and staff. Liz Trahan Dance Studio reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).*

Welcome to Liz Trahan Dance Studio!

This handbook will serve as your guide to Liz Trahan Dance Studio and its philosophy of dance education.

We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime.

#### **Philosophy**

LTDS is committed to providing high-quality dance classes to enhance the overall development of the child. We provide a safe and child-centered environment to encourage our students to explore dance with qualified, nurturing teachers.

We believe that dance training encourages young people to develop a positive self-image as they increase awareness of their physical being. Along with improving coordination skills and developing muscular awareness, dance classes give children the freedom to express themselves through movement.

The highest educational standards are expected from all LTDS faculty members. They are lifelong learners who continue to educate themselves through certification programs, teacher-training schools, conferences, and other learning opportunities.

#### **ABOUT THIS HANDBOOK**

FOR MORE THAN 40 years our school has been a leader in dance education. We believe that our success comes as a result of providing solid training and quality service, as well

as our underlying belief in the strength of our organization. We have created this handbook to offer our students and their parents a clear understanding of their commitments and responsibility to the school.

➤ Dates and/or expenses listed in this handbook are subject to change. Please read your newsletters and check your email for updates.

**Key contact information for Liz Trahan Dance Studio:**

Physical Address:  
1011 Red Barn Rd.  
Breux Bridge, LA 70517

Mailing Address:  
PO Box 102  
Cecilia, LA 70521

Phone Numbers:  
Studio: 337-541-1278

Email Address:  
[info@liztrahan.com](mailto:info@liztrahan.com)

**Key event dates for Liz Trahan Dance Studio:**

Start of classes:  
September 14, 2020

Finale practice at CHS Gym:  
June 11th

Staging at the Heyman:  
June 16th

Dress Rehearsal:  
June 19<sup>th</sup>

Dance Revue:  
June 20<sup>th</sup>

## **Liz Trahan Dance Studio Closure Dates:**

Thanksgiving:  
November 23-27

Christmas:  
December 21-January 1

MLK:  
January 18

Mardi Gras:  
February 15-17

Easter:  
April 2-9

## **FOR OUR STUDENTS**

The first step to becoming a successful dancer is making a solid commitment to your classes. Strong technique is a key ingredient and class is where you develop that technique. Come to each class prepared to learn and without personal distractions. Class time is your chance to focus on yourself, so try to leave your concerns or worries at the studio door. True progress is made when you look at each class as an opportunity to become better at what you love to do. Dance full-out, reach a little further, become more aware of your technique, and make the most of every class.

Respect for the teachers is essential. Listen to each correction given, whether it's directed at you or another dancer. A correction is an honor; it shows you how much a teacher cares about your progress as a dancer. Always say thank you when a teacher or choreographer offers you constructive criticism. Nothing can stop those students who apply themselves in every class and appreciate their teachers' knowledge and experience.

## **FOR THE PARENTS: *"WE'RE IN THIS TOGETHER"***

We believe that children's success depends on the support of their parents or guardians. Because your commitment to the process makes an enormous difference, we encourage you to be a part of your child's dance education.

Our programs rely on a positive atmosphere and educational experience for our faculty and students and their parents. Cooperation between all parents is expected. Showing respect—for other parents, the students, and the faculty—makes an important impression on the children. You are a role model for your child about how to interact with others in a professional setting.

Your child's presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of our school's educational process.

Parents and teachers may look at a child's learning from different perspectives. However, we believe they share a common goal: to ensure that every child receives the best possible training, both physically and mentally. Mutual respect among our faculty and our students' parents provides the children with the ultimate care and education.

### **Special Information for Parents of Primary I & II Students**

Our purpose is to provide the highest-quality preschool education in a secure, nurturing, and stimulating environment. LTDS serves the physical, emotional, and intellectual needs of the preschool students. We meet these goals with our age-appropriate curriculum and ongoing communication with parents.

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates.

Right from the beginning we focus on your child's coordination, listening skills, musical awareness, and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet, simple tap steps, and tumbling basics, and games in an environment of creativity.

Primary I & II dance is about helping children learn to tap into their imaginations and express themselves creatively, not necessarily about learning steps (although they do get introduced to some basic steps). So don't be disappointed if your child doesn't pirouette around the house or look like a budding ballerina right away.

Primary I & II students perform two dance routines in our annual revue.

### **Separation From the Parent**

The process of separating from the parent as the child attends dance class is an important accomplishment for some of these children.

As children mature, they begin to identify themselves as independent personalities. In separating from you, the parent, your child is learning

- to develop an interest in the activities of the dance class;
- to feel comfortable with other children in the class;
- to understand that their parent will come back and pick them up;
- to understand that all parents leave their children and come back for them.

It is important to know that at times young children will explore the limits of attending dance class and say they don't want to go. This period may occur anytime, but it is usually short-lived. Here are some suggestions that might help you handle the situation:

- Emphasize what the child is doing at the dance class rather than what you do while they are in class.
- Before you leave, see that the child is involved in an activity or is in the hands of a teacher.
- Avoid prolonged good-byes.
- Ask the teacher for help in separation. We expect the crying (and usually the tears are for the parent's benefit).

### **It May Not Be the Right Time**

If your child cries or does not want to take class, don't panic. If we push children and create more stress than they are already experiencing, they may come to perceive dance class as a bad experience. That kind of negativity could make them apprehensive about dance for a long time, which isn't good for anyone involved. We ask that you give us at least 6 to 8 weeks before giving up. This gives your child time to get used to the teachers.

We recommend that children be encouraged to practice at home but not forced to do so. Repetition is one of the key elements for success with preschool dance students; the more they practice, the more confident they will feel. Practicing with your child allows you to join in the dance experience.

## **FOR ALL PARENTS AND STUDENTS**

### **Understanding Dance Education**

As a parent, you play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value. Encourage your child to be the best that he or she can be regardless of what others may achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that's comfortable. No two students will progress at the same rate, even if they experience the

exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied with their own accomplishments.

Not all children will develop into professional dancers. One of the primary goals of our faculty is to teach life lessons and skills that offer children the best chance for success. Dance education encompasses far more than technique and the steps your children learn. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Our goal is to educate the minds, bodies, and souls of our students, teaching them the skills needed for a successful life, whether or not they stay involved in dance.

➤ You play an important role in supporting your student financially, but your emotional support is of equal—and perhaps even greater—value.

### **Class Placement**

Students are placed in classes according to ability, not age or dance experience. The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child.

Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some students who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex.

### **Classroom Observation**

All classes are closed to observers, visitors, and "friends." Class time is the teacher's time to instruct and extra people in the room can make students self-conscious and limit their potential. Also, please refrain from trying to peek through the office door. This causes the children to stop looking at the teacher and is a distraction to the entire class. On occasion the observation window will be opened, you will be notified when this will happen. If the teacher notices that the open window is a distraction to the class it will be closed.

### **Medical Information**

Parents must notify the director regarding children who use an inhaler or who may require medications during their time at LTDS. It is also important to inform the director about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

## **Dos and Don'ts**

Some parents may compare their child's progress or class placement to another child's. Watch for this behavior in your children as well and encourage them to focus instead on their own accomplishments.

Looking to other students for inspiration is good; however, making negative comparisons distracts children from focusing on becoming stronger dancers. In addition, speaking negatively about your child's teachers, fellow students, or other parents in front of your child—or other students—could result in problems far beyond your original concerns. Often children will imitate a parent's behavior with other adults or authority figures.

Children learn important lessons from their teachers and parents, acquiring behavior patterns through their example. Our school's faculty takes that responsibility seriously. It's our philosophy to encourage our students to feel, think, and act respectfully toward their peers, the adults in their lives, and themselves.

If you have questions or concerns about your child's dance education (such as progress or class placement), please discuss them with the director. Talking only to other parents can lead to misinformation and confusion. Please contact the school office to set up an appointment; do not approach your child's teacher or the director between or during classes or make contact outside of the school.

If you do request a conference, please listen carefully to what your child's teachers have to say. They spend a significant amount of time with your child and offer expertise in the field of dance education.

➤ **Class placement of students is highly individual and the factors that go into the decision are complex.**

## **STAYING INFORMED**

We work hard to make the dance experience organized and fun. Keeping you informed is one of our primary goals. Please read all newsletters and other school information.

Newsletters and important updates are emailed once a month. If you are not receiving emails check your junk folder.

If you have any questions regarding the information distributed, we encourage you to contact the office at 337-541-1278.

We answer email on a daily basis. Feel free to email questions to the office at [info@liztrahan.com](mailto:info@liztrahan.com) (Email is the best way to reach us.)

## **Facebook Page**

“Like” the Liz Trahan Dance Studio page on Facebook to receive updates on school events. Please invite your family and friends to “like” the school.

**You may visit [mydanceworks.net](http://mydanceworks.net) to access your student account and make payments online.**

## **Weather Cancellations and Holidays**

We follow the **St. Martin Parish School System** for school closures due to severe weather conditions. Notifications of weather cancellations will be sent in a text message, emailed, posted on the website and the Facebook page.

We also follow the **St. Martin Parish School System** schedule for Thanksgiving, Christmas, New Year, Mardi Gras, and Easter. We are open for Parent/Teacher Conferences, election days, and teacher in-services.

## **Dress Code Requirements**

LTDS maintains a dress code to encourage concentration and a sense of inclusiveness. Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training.

- Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child’s name on the bag as well as on all of its contents.
- Dancewear is to be kept in good repair and laundered on a regular basis.
- Watches and jewelry should not be worn to class.



- Dance shoes should never be worn outside.
- Female students should wear their hair tightly secured and styled away from the face; a neat bun is preferred.
- Students are expected to observe good personal hygiene habits. Deodorant is required for students age 10 and older.

The Dress Code is strictly enforced the **ENTIRE** year. No T-shirts, sweatshirts, running shorts, school uniforms, or street clothes are to be worn in dance classes because they hide technical flaws that the teacher can't correct when hidden by baggy clothes. Please keep in mind that not all work out apparel is considered dance attire. Also, just because it says "dance" does not make it dance attire. When in doubt check with a staff member.

· **Tap & Jazz Combo Class**

- Leotard—any color or style
- Dance Tights—any color – tights are not mandatory for combo class
- Hot shorts/Biking shorts or fitted leggings
- Fitted Tank/Camisole top or bra top – No fitted tshirts
- All these articles are to fit the body snug and not be baggy
- Dance skirts/Tutus may be worn in Primary I & II and Beginner classes ONLY**

· **Ballet (Extra Class Ages 6&Up)**

- Black Logo leotard and ballet pink tights (ballet uniform)
- Ballet Skirts are optional
- NO tutu or can can skirts
- Hair must be pulled away from face in a neat bun – the moment they enter the studio
- If a student does not have ballet pink tights for class they will be given a pair and their account will be charged \$10 for the tights. The above rule also applies for tights which have a hole or rip larger than the size of a quarter. If a child does not have the correct leotard, they will rent one from the studio for \$20 a class. This will also be charged to the student's account.

· **HipHop**

- Athletic shorts or pants (should stretch and be easy to move in)
- NO jeans or jean shorts or school uniforms
- NO flip flops or Sandals

- Any style sneakers may be worn
- No bare feet, students must wear shoes

### **Dance Shoes**

#### **· Primary I & II and Beginner Classes**

-Tan beginner tap shoes—no ribbon ties allowed, replace ties with tap ties or elastic

-Pink ballet shoes with elastic across instep

#### **· Advanced Beginner Class**

-Tan beginner tap shoes—no ribbon ties allowed, replace ties with tap ties or elastic

-Tan jazz shoes

#### **· Intermediate, Advanced Intermediate, Jr. Advanced & Advanced**

-Black flat jazz taps

-Tan jazz shoes

#### **· Lyrical**

-Half Sole Shoes

If a student is not dressed in proper dance attire for class they will be sent home with a dress code violation slip, which must be signed by a parent and returned. After a child receives 3 slips they will not be allowed to participate in class and a parent will be called to pick them up. This includes APPAREL, SHOES, & Hair Pulled Away From Face. Please bring all dance shoes and other items in a small bag that closes securely. This is to ensure that your child's belongings do not get lost or picked up by another student.

**Please label ALL shoes and bags with your child's first and last name.** We have many students with the same first names. We are not responsible for lost, stolen, or misplaced items. Items of value that are not dance related should be left at home.

### **Registration Fee**

All students will pay a registration fee each year. This year's registration fee is \$30 for the first student and \$25 for each additional family member before August 22<sup>nd</sup>. Any registrations after that date will be \$40. Registration fees are non-refundable and must be paid in order for students to begin class.

### **Tuition and Expense Policy**

You are registering for a 10 month dance session. Class Fees, Costumes Fees, and Revue Fees are added together then divided by 10 months to determine your monthly tuition fee.

May and June tuition will be paid together by May 1st. Please turn in payments in the envelopes provided and on time to avoid any discrepancies, or pay online. Tuition is due the 1st of each month. Tuition paid after the 10th of the month is considered LATE and you will incur a \$10 late charge. For the month of September, tuition must be paid by the first. If September tuition is received after the first scheduled class you will incur the \$10 late fee. Accounts more than 2 payments past due must be brought up to date or the students will be dismissed from the studio. Payments may be dropped in the drop box located in the lobby, dropped off in the office, or mailed to:

Liz Trahan Dance Studio  
P.O. Box 102  
Cecilia, LA 70521

If you send a payment with your child please be sure they drop it in the box or hand it to Ms. Simone rather than giving it to a teacher or assistant. Teachers will not check dance bags for payments.

We accept cash, checks, money orders, or credit cards  
Please make checks payable to: **Liz Trahan Dance Studio or LTDS**  
There will be a 3% transaction fee on all credit card payments.

There will be a \$25 charge on all NSF checks. After your second NSF we will only accept cash or money order.

The year's Tuition may be paid in full. If this amount is paid before September 31st you will be given a 10% discount on **Class Fees** only. This fee is non-refundable

If your child is dropping from the studio or a class, you will be charged for classes until the studio is notified you have dropped. This notification must be written in an email or text message

Please note: tuition is based on the season regardless of how many weeks are in a given month. Tuition payments average out to four classes each month.

### **Additional Fees**

Tuition does not include the registration fee, dancewear, shoes, extra revue tickets, picture spaces, revue shirts, private lessons, or special events.

## Discipline Policy

In order to maintain a happy, healthy, professional environment, students are taught the importance of being a part of the group. We encourage students to have respect for other students, the teachers and staff, and studio property, and we foster the development of good habits and compliance with rules of conduct.

Our staff and faculty are trained to use constructive techniques of discipline to maintain class control and handle individual misbehavior.

- Children who exhibit unacceptable behavior or attitudes are told what is wrong and directed to a positive alternative approach or behavior.
- If a child strikes another child, the two are respectfully separated and each is asked to explain what happened. They are then asked to help solve the problem, talk to each other, and reconcile with one another.
- Children who are disruptive will be respectfully asked to stop the behavior. If the behavior is repeated, they will be reminded of it and told how it affects others. If the disruption continues, the children involved will be asked to sit down for a short period of time (usually three to five minutes) before rejoining the class.
- If a child's misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the child.
- Disrespectful attitudes from any students will not be tolerated. Parents will be called to pick up their child if this occurs. Termination from the studio may also occur.

## Termination of Enrollment

In certain circumstances, when it is in the best interest of one or more students, it may be necessary for the school owner to terminate a student's enrollment. Every effort will be made to correct a problematic situation before terminating enrollment. Reasons for termination of enrollment include the following:

- Disruptive or dangerous behavior by students or their parents
- Disrespectful attitudes towards teacher, staff, or other students
- Bullying of other students in class or on social media
- Abuse of other children, staff, or property
- Inability of LTDS to meet the child's needs
- Taking things from the studio or others

## Arrival and Departure

Please do not drop off your child and leave them unattended in the lobby. If there is a class still going on please wait with them in your car or with them in the lobby. If your child is left unattended in the lobby you will be charged a \$20 fee. If there is a class going on there is not a staff member to watch over the students. This rule is for the safety of your child.

Students should be picked up promptly after class. Please don't be later than 15 minutes.

In the case of an extenuating circumstance please contact the studio immediately.

This is extremely important if your child is in the last class of the day. If you are more than 15 minutes late picking up your child your account will be charged \$20 every 15 minutes until the student is picked up.

·Please notify us if someone different is going to be picking up your child.

## Attendance

We do not pro-rate tuition due to absences, bad weather, or holidays. All students are expected to attend their regularly scheduled classes. We understand that sometimes an absence cannot be avoided, but excessive and consecutive absences will not be tolerated. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of January through June, choreography for the revue will be taught and rehearsed. It is important for children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates. Teachers will not slow the pace of their class to accommodate a student who does not attend class. Private instruction may be available at an additional cost at a time that fits into the teachers' busy schedule. Dancers who attend class regularly perform at their best and excel at a steady pace. When a dancer is absent it not only hurts the progress of that student, it also inhibits the progress of the entire class. **Anyone with more than 6 unexcused absences will not be allowed to participate in the revue.** If this occurs you will still be responsible for all fees, as well as costume payments. If your child is going to be absent, please call the studio and let us know what is going on. A doctor's excuse must be presented in order for the absence to be considered excused. If a student is not keeping up with the class due to absences they will be choreographed to exit the stage for these particular sections of the dance. A student must be present for 50% of the class for it to count as present. If a child misses more than 50% of the class it will be counted against them for perfect attendance.

## **Tardiness**

Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

## **Lost and Found**

Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class.

## **Illness**

Colds, flu, and other contagious diseases occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

## **Parking Lot Safety**

The school is home to children of all ages. Please enter and exit our parking lot with extreme caution. Never park your vehicle in any area that is not a designated parking space. Do not block cars that are parked in the side parking lot. Please do not allow siblings to play in the parking lot.

## **Student and Parent Use of Social Media**

Use of Facebook, Instagram, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide LTDS students and parents with guidelines to eliminate any confusion concerning the use of social media.

- You DO NOT have permission to reveal any information that compromises LTDS. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or LTDS.
- Students and parents should neither claim nor imply that they are speaking on behalf of LTDS.
- Never post anything that could compromise the self-esteem of students who attend LTDS.
- If you post videos of class or rehearsals, don't post any choreography in its entirety; LTDS owns the copyright to all choreography taught at the school.
- Respect the law, including those laws governing defamation, discrimination, harassment, and copyright and fair use. As stated in this handbook, parents and students should never post negative comments about other schools or teachers. Also, please do not post negative comments about school activities such as competitions, conventions, and performances or about the directors of those events.
- Ensure that your social networking conduct is consistent with all of the policies contained in this handbook.

## **General Policies**

- Parents and students should never interrupt a class in session.
- Only water is allowed in the studios. No food, drinks, or gum.

- We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.
- Please do not dispose of dirty diapers inside the school. Large trash cans outside the studio are better suited for such disposal.
- No cell phones or computers may be used during class time. (This means no emailing, Internet use, or text messaging.) Cell phones are to be turned off and put in the phone basket until the end of class. If a phone rings or receives a message during class it will be confiscated and returned to a parent only.
- Students are not allowed to take any pictures or videos of themselves or others before or during class anywhere on the LTDS property unless given permission.
- Students and parents are restricted from contacting teachers by phone, email, text messages, etc. All communication must go through the director.
- Never speak negatively about teachers, students, or parents from other schools.
- All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.
- Excessive talking or misbehavior during class will not be tolerated and may result in the student being asked to leave class.
- Students should arrive to class dressed appropriately according to the dress code. Proper attire and a positive attitude are the most important in dance class. Students that are well prepared upon entering class are mentally ready to learn new material and develop greater self-esteem. Preparation before entering the studio is the first step towards successful dance training.
- Any person found destroying property will be held financially responsible.
- Please have your child use the restroom before they attend class or before class begins. This is highly important for the Primary I and II classes.

## **Annual Revue**

Dress rehearsal: June 19

Revue: June 20

All students participate in our annual revue to be held at the Heymann Performing Arts Center on Sunday, June 20, 2021. Dress rehearsal is Saturday, June 19, 2021. Please note



that all students must participate in the dress rehearsal in order to perform in the revue. There are no exceptions to this policy.

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Each family will pay a \$200 revue fee in order to help defray costs associated with the Heymann Center. These costs include stage crew, lighting techs, curtain flies, ushers, parking, dressing rooms, sound techs, security, fire marshals, ticketmaster fees, scenery, props, and special effects. This payment is non-refundable. With the payment of your revue fee you will receive 2 tickets per family, 1 dance program, 1 digital video of the show, and class group picture space for the program. If the student does not participate in the revue, they will not receive a video of the show or program. No refunds will be given for tickets, videos, programs, costumes, tuition, etc.

## **Revue Information**

In May you will be emailed all the information parents and students need to know to make the recital experience enjoyable for all.

## **Costumes**

We measure for costumes at the end of October. Costumes will be ordered in November, therefore accounts that are not up to date by November 15<sup>th</sup> will result in a **\$10 late charge per costume**. Your child's costumes will also not be ordered at that time. If costumes have to be ordered at a later date we cannot guarantee they will be in by pictures or the revue. If your child does not have a costume, they will not be allowed on stage. Please keep in mind that costumes are made to order and may take 8-12 weeks, sometimes longer to arrive. Costumes are not custom made to each student. Alterations are your responsibility. Once costumes are ordered you are responsible for the balance even if you drop out of the studio. Costume fees are non-refundable.

➤ Costumes are always age appropriate and of the highest quality possible.

## **Revue Tickets**

All seating at the Heymann Center is reserved seating through ticketmaster. This year you will receive 2 tickets per family. Tickets will be selected using the Heymann Center online ticket system. **All accounts will need to be paid in full by May 1st to be allowed to access the system and receive tickets.** May and June tuition will be paid together in May. If accounts are not paid in full by the given date your family will not receive the 2 “free” tickets, any tickets needed will have to be purchased through the box office. You will also need to supply the studio with a working email to access the system. More info will be given to you in January. Additional seats can be purchased at the Heymann Center box office. You will be informed of the date that tickets go on sale.

## **Program and Pictures**

Picture space information for the revue program book will be given out in January along with the due date. No money or forms will be collected after the set due date. Once all forms are turned in the schedule for group and individual pictures will be posted in the lobby.

## **Video**

The revue will be professionally recorded and will be ready for pick up within 10-12 weeks after the show. Personal videotaping and flash photography during the show is not allowed. If you are caught doing this your phone/camera will be seized by security and you may be asked to leave the show

## **Awards**

At the revue awards will be given to the students who have completed 3, 5, 7, 10, 12, or 14 years of dance (combination classes). Hip Hop and Ballet are considered extra classes and awards are not given for these classes. An award is also given for perfect attendance in the combination dance classes.

## **Practice Teacher Program**

To enter into the Practice Teacher Program a student must be in 10th grade and have at least 10 years of dance. After completing 3 years in the program the student will receive a graduation plaque. In order to perform a solo the students in the program will need to

pass a written and physical test of ballet, jazz, and tap terminology and skills. There will also be a \$200 instruction fee for choreography and studio time. Solo costumes will also be paid in full in December/January.

### **A FINAL NOTE**

WELCOME TO Liz Trahan Dance Studio! We look forward to an exciting, rewarding year!