



**OFF-BROADWAY**  
*PERFORMING ARTS STUDIO*

118 S. Washington Street, Mt. Pleasant | (989) 317-3119 | [www.offbroadwaystudio.com](http://www.offbroadwaystudio.com)

# 2018 - 2019

## Family

# Handbook

*Off-Broadway Performing Arts Studio has a family-friendly atmosphere where the instructors help each student meet his or her full potential. We provide a nurturing environment for both the recreational dance student and the aspiring performer. We are ready to help all students achieve their dreams.*

## IMPORTANT DATES

*Please be sure to mark your calendar with these Off-Broadway dates. Thank you!*

### 2018

**August 25-31:** First week of fall semester classes

**September 1-3:** No classes Labor Day Weekend. (*Monday classes will be made up on November 19, Saturday & Sunday classes will be made up on Tuesday, November 20*)

**September 8-14:** Bring-a-Friend Week

**October 6-12:** Second payments due

**November 20-25:** No classes-Thanksgiving Break (*Make up classes from Labor Day weekend will be on Nov. 19 and 20*)

**December 1-7** Last week of dance classes

**December 8:** Winter Showcase at the Mt. Pleasant High School Auditorium (NOTE: NOT all classes perform in showcase. Check list below)

### 2019

**January 12-18:** First week of spring semester classes

**January 19-25:** Bring-a-Friend Week

**February 16-22:** Second payments due

**March 2-8:** No classes (*CMU spring break*)

**March 18-21:** Evaluation Week (*Class evaluations will take place in all ballet, tap, and jazz classes level 2 and above*)

**March 23-29:** No classes (*Mt. Pleasant Public Schools Spring Break*)

**April 20-21:** No classes Easter Weekend (*make up classes from Easter weekend will be May 4 and 5*)

**April 27:** Recital photos (*at the Off-Broadway Studio*)

**April 27-May 3:** Last week of classes

**May 4-10:** Make-up classes

**May 11 & 12:** Dance Recital - Dress rehearsal and Performances at Mt. Pleasant High School Auditorium (NOTE: All classes perform in recital)

## PERFORMANCE INFORMATION

**Winter Showcase: We will have two shows on December 8<sup>th</sup>: 3:00PM and 7:00PM.** All beginning level dancers perform at the 3:00PM show. Those classes are as follows: *Jazznastics, Creative Movement, BDC, Pre-Tap, Pre-Ballet, Hip Hop 5-6, Acro 5-7 and all level 1 classes*. The following classes perform at the 7:00PM show: *Poms, Lyrical, Musical Theater, Hip Hop, Acro and OBPAS Company*). **We have selected to do this so that our classes that are curriculum based have more time to work on strengthening and solidifying their technique during the fall semester without having to work on preparing a piece to perform.**

**Spring Recital: We will have three shows taking place May 11 at 3:00PM & 7:00PM, and May 12 at 3:00PM.** All classes will perform at our Spring Recital. We will have a dress rehearsal during the morning of May 11. All beginning level dancers (*Jazznastics, creative movement, BDC, pre-tap, pre-ballet, hip hop 5-6, acro 5-7 and all level 1 classes*) will perform once at 3:00 PM on May 11. All intermediate/advance dancers (*the remainder of our students*) will perform twice, May 11 at 7:00PM and May 12 at 3:00PM.

## POLICIES AND PROCEDURES

**Drop Off / Pick Up:** Please walk with your child into the studio and then if you would like to leave, wait until your child has gone into class. Then, please pick up your child on time. If you are going to be late, please contact the studio prior to dropping off your child so that the front desk is aware. When you arrive to pick up your child, please come back into the studio. We will not send your child out to you. This is for the safety of everyone involved. If someone other than your child's legal guardian will be picking him/her up, please provide the studio with a signed, written note from you.

**Arrival:** Students should arrive to class 5 minutes early so that they are prepared when class starts. If a student has missed the warm-up, he or she will be asked to warm-up before joining in the class activities. The warm-up is an important part of safe exercise.

**Be Prepared:** Before class starts, each student should be completely prepared for class including trips to the bathroom, hair pulled back and being dressed in the appropriate clothing and shoes.

**Watching Classes:** During class times **we do not allow parents in the classroom.** Your child will have an easier time concentrating and learning if the teacher is the only authority figure in the room. Sometimes it is hard for your child to say goodbye to you before class starts. We have found that it is best to let the child go into the room with his or her teacher. A majority of the time the child will join in with the other children after just a few minutes. The studios have curtains on the observation windows. **If the teacher feels that the activity outside the window is distracting the students, the curtains will be closed.** It is very important to us to create a productive and nurturing learning environment for your child. At some point during the course of the class it is common for the instructors to invite people to come into the classroom near the end of class time to see what they have learned so far. When and how often this happens is left up to the instructor's discretion.

**Absences:** If your child is going to miss a class, please call and leave a message at the studio for your child's instructor. This helps the instructor better prepare for class. Unless the class is cancelled by Off-Broadway, it will not be rescheduled.

**Behavior:** All staff, parents and students are expected to treat others with respect and kindness while at the Off-Broadway Performing Arts Studio.

**Video and Photography:** While we recognize that people will often want to take pictures or video of their child in dance class we must also recognize that there are unsavory individuals in the world who would like to take pictures and video of children for illicit purposes. Because we cannot know who an individual is taking images of nor can we control what they do with those images **we must insist that there be no video or photography of our classes.** This policy is for the safety of all our students and we ask that you support our efforts.

**Bad Weather Conditions:** The Off-Broadway Performing Arts Studio **does not automatically close** if the area schools are closed. If the weather is questionable, please call the studio at (989) 317-3119. If the studio decides to close due to weather, it will be posted on our Facebook page, website and we will send out a mass email to all of our families.

**Dress Code:** *Do not buy the ballet bedroom slippers! They are very slippery on the dance floor. Please check in with the front desk if you have any questions about shoes or any other items in the Off-Broadway dress code.*

- **Creative Movement & Jazznastics:** Bare feet or ballet shoes for class, pink ballet shoes for *girls* and black ballet shoes for *boys* needed for performances; comfortable clothing that is easy to move in is acceptable for class.
- **Beginning Dance Combo:** Ballet and tap shoes for class, pink ballet for *girls*, black ballet shoes for *boys* and black tap shoes needed for performances; comfortable clothing that is easy to move in is acceptable for class.
- **Female Ballet:** Pink ballet shoes, leotard (*pink preferred for pre-ballet/ballet 1. Black preferred for ballet 2 and up*) and white or "ballet pink" tights. A dance skirt is optional (at times teachers may ask for dance skirts to be removed). Hair in a bun or pinned back out of the face if her hair is too short for a bun; no dangling jewelry
- **Male Ballet:** Black ballet shoes, form fitting black pants or shorts, form fitting and tucked-in black or white t-shirt or tank top, hair must be pulled back and out of the face, no dangling jewelry
- **Tap:** Black tap shoes; comfortable clothing that is easy to move in.
- **Jazz:** Tan jazz shoes (not jazz sneakers); leotard and tights (jazz pants or shorts are optional); hair pulled back out of the face; no dangling jewelry.
- **Lyrical:** Bare feet or foot undies; comfortable clothing that is easy to move in, no dangling jewelry; no jeans.
- **Acro:** Bare feet; comfortable, form fitting clothing that is easy to move in, no dangling jewelry; no jeans.
- **Hip Hop:** Supportive, clean sneakers (no outside shoes worn on our dance floors); jazz sneakers or jazz shoes; comfortable clothing that is easy to move in; no dangling jewelry; no jeans
- **Fitness Classes:** Supportive, clean sneakers (no outside shoes worn on our dance floors) and comfortable clothing that is easy to move in

**Food and Drinks:** Food and drinks (other than water) are not allowed in the studios. Please keep all snacks in the reception and kitchen areas. Gum chewing is not allowed during class as it is easy to choke on.

**Practice:** Other than pre-school classes, each student is expected to practice at least 15 minutes 3 times a week per class that he or she is taking. Practice music and videos will be available on the studios website under the resource tab. These resources will become available mid semester. To get the password, please contact the front desk.

## PRICING AND PAYMENT PLANS

**\* Please consider carefully before registering for a class. The Off-Broadway Performing Arts Studio does not give refunds unless the class is cut from the schedule due to low registration.**

\* It is very important that you pay your Off-Broadway Performing Arts Studio bills on time. In the event that a scheduled payment is not received on time, your child will not be allowed to take class until the bill has been paid.

\* You may drop in two times to try the class at a rate of \$10 per half hour of class. After 2 drop-in classes, you must register for the class in order to continue participating. If a student decides to register for a class that he/she has dropped-in for, the total amount of the money paid for dropping-in will be applied to the class tuition.

<b>Class Tuition:</b> 14 week 30 min class = \$112.00 14 week 45 min class = \$168.00 14 week 1 hour class = \$224.00 14 week 1 ½ hour class = \$336.00 14 week 2 ½ hour class = \$375.00	<b>Drop-In Rate:</b> 30 min class = \$10 45 min class = \$15 1 hour class = \$20 1½ hours class = \$30
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**Late Registration:** We do not prorate class prices. If a student begins attending classes after the first session, the price of the class will remain the same.

**Family Discount:** Once a family has registered for 3 hours of one semester classes, all classes above the initial 3 hours are \$7/ half-hour. The family discount does not apply to drop-in classes such as fitness, parent/tot, or special workshops. 14 week semester (½ hour = \$98, ¾ min = \$147, 1 hour = \$196, 1½ hours = \$294)

**Fees:**

- **Performance Fee:** \$20 each semester, per student who participates in either our Winter Showcase or Spring Recital. There is a \$40 per family max per semester.
- **Costume Fee:** \$70 max per class, per student. We cap the costume cost at a maximum of \$70 per year, per class. Note that if a student changes classes from 1<sup>st</sup> semester to 2<sup>nd</sup> semester he/she will have to purchase a new costume for the new class.

<b>Payment Plan 1: Half Payment</b>	<b>Payment Plan 2: Full Payment</b>
1 <sup>st</sup> Payment – paid at time of registration <ul style="list-style-type: none"> <li>• Performance Fee \$20.00</li> <li>• ½ Tuition</li> </ul> 2 <sup>nd</sup> Payment – paid 6 <sup>th</sup> week of class <ul style="list-style-type: none"> <li>• Costume Fee (Max \$70 per student per class)</li> <li>• ½ Tuition</li> </ul>	1 <sup>st</sup> Payment – paid at time of registration <ul style="list-style-type: none"> <li>• Performance Fee \$20.00</li> <li>• Full Tuition</li> </ul> 2 <sup>nd</sup> Payment – paid 6 <sup>th</sup> week of class <ul style="list-style-type: none"> <li>• Costume Fee (Max \$70 per student per class)</li> </ul>

\* Costumes will not be given to students until all fees and tuition have been paid in full.

\* Classes that are less than 14 weeks long must be paid in full along with the registration fee on or before the 1<sup>st</sup> day of the class.

**Other Optional Expenses:**

Class clothing and dance shoes

Recital Photos – from Guys and Dolls Photography (*spring semester only; ranging \$10 to \$60 per class*)

Winter Showcase/Spring Recital Videos (*ranging \$18-\$25*)

Showcase/Recital Flowers (*\$10 per 3 rose bouquet*)

Showcase/Recital Tickets (*\$10 per ticket*)

Payments can be made at the studio with cash, by personal check (\$20 fee for any checks that are returned), or by using a Visa, Mastercard, or Discover. Payments by check can be mailed to the studio at PO Box 241, Mt. Pleasant, MI 48804

**OFF-BROADWAY PERFORMING ARTS STUDIO**  
**FAMILY CONTRACT**  
**2018 - 2019**

I have received the Off-Broadway Performing Arts Studio 2018 - 2019 family handbook which includes the performance information, policies and procedures, calendar of events and pricing information.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date